

THE JUDICIARY, STATE OF HAWAII

INVITATION FOR BIDS

NO. J19002

TO FABRICATE, PRINT, AND MAILOUT
JUROR QUESTIONNAIRES AND SUMMONS
FOR THE CIRCUIT COURTS
THE JUDICIARY, STATE OF HAWAII

NOTE: If this solicitation document was downloaded through the internet, each interested person must register through email, providing contact information to the listed contact person in the Judiciary Contracts & Purchasing Office. Registration is essential for you to receive any addendums or other information for this solicitation. The Judiciary shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this solicitation if an offer is submitted from an incomplete solicitation document.

APRIL 2018

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- Attachment 1 – Samples(17 Pages)
- General Conditions
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**INVITATION FOR BID J19002
TO FABRICATE, PRINT, AND MAIL OUT JUROR QUESTIONNAIRES AND SUMMONS
STATEWIDE FOR THE STATE OF HAWAII, THE JUDICIARY**

The Judiciary, State of Hawaii, is requesting competitive sealed offers from qualified applicants To Fabricate, Print and Mail Out Juror Questionnaires and Summons Statewide for the State of Hawaii, The Judiciary. You must register your company by fax or e-mail for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer may be rejected and not considered for award.

Registration or Request for Copy of Solicitation

Submit FAX or E-MAIL to: FAX No.: 808.538.5802

E-mail Address: Deepa.P.Sheehan@courts.hawaii.gov

Provide the following information:

Name of Company	•	Mailing Address	•	Name of Contact Person
Telephone Number	•	FAX number	•	E-mail Address
Solicitation Number	•	Fedex (or equivalent) account number, otherwise document will be sent by U.S. Postal Service first class mail		

Persons or organizations must submit three (3) sets (Original + 2 copies) of their completed proposals (in hard copy, flash drive or email) and shall be received no later than 2:00 p.m., Hawaii Standard Time on April 25, 2018, at the following address:

**The Judiciary, State of Hawaii
Financial Services Division
Kauikeaouli Hale (District Court Building)
1111 Alakea Street, 6th Floor
Honolulu, HI 96813-2807**

Bids received after the date and time specified above or at a location other than the location specified above will not be considered. Questions relating to this bid solicitation shall be directed to Ms. Deepa P. Sheehan, in the Contract and Purchasing Office, at (808) 538-5805, Fax (808) 538-5802, or email Deepa.P.Sheehan@courts.hawaii.gov.

Dean H. Seki
Financial Services Director

SECTION ONE – SPECIFICATIONS

1.1. SCOPE

Work included in this contract shall consist of fabricating, printing, personalizing and mailing out Juror Questionnaires and Juror Summons with valid addresses. The Contractor shall be responsible for all costs for labor, tools, equipment and other appurtenances necessary to provide such forms and services.

1.2. DESCRIPTION OF WORK

A. JUROR QUESTIONNAIRE FORMS

Prior to the Fabrication of the Juror Questionnaires, Contractor shall consult with with Ms. Tiffany DeGuzman, Officer-in-Charge, First Circuit Court, Jury Pool Office.

Circuit	Quantity (no of sets)
First Circuit Court	90,000
Second Circuit Court	60,000
Third Circuit Court	75,000
Fifth Circuit Court	30,000
Total	255,000

B. NUMBER OF SUMMONS: 45,000 – First Circuit Court

NOTE: Quantity figures are estimates and actual quantities may be more or less. However, should there be a need to increase or decrease the total quantity prior to the initial printing, the price per set shall be the same as or less than the quoted price. Prices for quantities ordered thereafter during the remainder of the contract period may be negotiated with the Contractor.

C. NUMBER OF PARTS

Juror Questionnaire form consists of four (4) parts. It contains a two sided questionnaire form and instructions, a Frequently Asked Questions (FAQ) sheet, an outer window envelope, and a response envelope.

The Juror Summons consists of three (3) parts. It contains a two sided form containing Juror identification and instructions, with a map of the respective court buildings, a separate two-sided question and answer information sheet and an outer envelope.

D. OVERALL SIZE

The Juror Questionnaire Form and the Juror Summons shall be 8-1/2" by 11".

E. CONSTRUCTION

Juror Questionnaire Form consists of a two-sided form containing instructions and a questionnaire, a two-sided Frequently Asked Questions (FAQ) sheet, an outer envelope and a response envelope.

Juror Summons form consists of two double-sided pages and an outer envelope. Information on the first page contains juror identification with instructions, and a map of the respective Court buildings on the reverse side. The second double-sided page contains question and answer information.

F. RESPONSE ENVELOPE (Juror Questionnaire)

Response envelope must enable Juror questionnaire parts to fit when sealed; shall provide adequate space to allow the use of an electric mail opener without damaging the contents.

Response envelopes shall be color coded by circuits:

First Circuit:	White
Second Circuit:	Pink
Third Circuit:	Yellow
Fifth Circuit:	Green

G. COPY

Copy shall be identical to text on each page of the samples, excluding notations and except for those Copy Variables provided for in Section 1.2.I. of these Specifications. All other alterations shall not be acceptable.

Juror Questionnaire

The permit number on the outer envelopes for ALL circuits shall be determined by the successful contractor.

Juror Summons

1. The Juror Summons will be mailed weekly. The Judiciary will provide the contractor with one emailed list weekly by the end of the business week. Contractor will follow up by email to verify the number of Juror Summons mailed.
2. Copy will be printed on 2 sides of form. For each respective court (First Circuit Court, Honolulu District Court, Kaneohe District Court or Kapolei Court), the front of the form will contain the name, address, 9-digit juror participant number, juror reporting date, code-a-phone instructions, and assigned pool number and text. The back (reverse side) of the form will contain text, map of the respective court buildings and parking areas, and a separate Question and Answer information sheet.
3. All copy shall be clear, legible and adjusted to accommodate the size of the form in order to be visually appealing while making the most efficient use of space.
4. Copy shall be evenly and appropriately spaced with at least 1/4 inch margins where possible.

5. Successful Offeror shall obtain envelope requirements (film marks, bar code, zip code, etc.) from Jerry Lum, U.S. Postal Service Account Representative, Honolulu Field Division, phone number (808) 423-3459.

H. COPY VARIABLES

The Judiciary will provide data on secured FTP file, delineated text file format for the duration of the contract. A unique number field for each individual juror (Juror Participant No.) is provided on the input secured FTP file. The Juror Questionnaire Forms must be personalized with data from the input record after National Change of Address (NCOA) is performed. The following copy variables will be on the Juror Questionnaire and Summons Form:

- a) On the Juror Questionnaire, Juror Name, Address, 9-digit Juror Participant No., Juror and Circuit Court No., the Jury service year (**2019**), and the respective Jury Pool Office Address and Phone Number.
- b) On the Juror Summons, Juror Name, Address, Juror Participant No. and Juror Pool No., juror reporting date, and juror reporting location (First Circuit Court, Honolulu District Court, Kaneohe District Court or Kapolei Court). The Jury Pool Office will email the Juror Summons data to the Contractor.
- c) The Permit number on the response envelopes will be **3079**.
- d) The mailing address of the response envelope shall be the return address listed in the copy variables section. All responses will be mailed to the address designated by the Judiciary. The number of addressed printed per circuit shall correspond to the number of sets ordered in item 1, Number of Sets of these Specifications.
- e) Barcoding for response envelopes. Bar codes for responses will be designated by the Judiciary or the Contractor responsible for scanning the returned Juror Questionnaires.

The following information shall apply to the respective Circuit Court variables:

RETURN ADDRESSES	
OUTGOING ENVELOPE	REPLY ENVELOPE
First Circuit Court - # of sets ordered – 90,000 State of Hawaii Jury Pool Office - First Circuit Court 777 Punchbowl Street Honolulu, HI 96813-5093	Mailing Address: Juror Processing Vendor Address Honolulu, HI
Second Circuit Court - # of sets orders – 60,000 State of Hawaii Jury Pool Office - Second Circuit Court 2145 Main Street, Room 141	Mailing Address: Juror Processing Vendor Address Honolulu, HI

Wailuku, HI 96793-1679	
Third Circuit Court - # of sets ordered – 75,000 State of Hawaii Jury Pool Office - Third Circuit Court 777 Kilauea Avenue Hilo, HI 96720	Mailing Address: Juror Processing Vendor Address Honolulu, HI
Fifth Circuit Court - # of sets ordered – 30,000 State of Hawaii Jury Pool Office - Fifth Circuit Court 3970 Kaana Street Lihue, HI 96766	Mailing Address: Juror Processing Vendor Address Honolulu, HI

I. SAMPLE COPY

Sample format of the Juror Questionnaire may be modified prior to printing. A sample of the current Juror Questionnaire and Summons forms are located in Attachment 1. The final copy of the Juror Questionnaire shall contain all of the information as the Juror Questionnaire sample.

It shall be the Offeror's responsibility to examine the forms and further familiarize themselves with the amount and kind of work to be performed. No additional compensation will be made by reason of any misunderstanding or error regarding the juror questionnaire or juror summons forms to be fabricated and printed or the amount and kind of work involved. Submission of bid shall be evidence that the Offeror understands the scope of the project and will comply with the specifications if awarded the contract.

As part of their bid, all Offerors must supply sample forms of the construction to the Officer-in-Charge or an authorized representative of the Officer-in-Charge. Any sample forms not meeting specifications will not be considered and will result in rejection of bid.

J. PROOFS

Contractor shall provide proofs prior to final printing, for approval to Ms. Tiffany DeGuzman, Officer-in-Charge, First Circuit Court, Jury Pool Office and the contractor who is responsible for scanning the returned Juror Questionnaires to ensure that it is acceptable and that the questionnaire can be calibrated for scanning.

K. PRELIMINARY ADDRESS CHECK

The Contractor must process the entire Juror Questionnaire database through the National Change of Address (NCOA) prior to mailing. Code 1 software or equivalent must be utilized to identify invalid addresses and either correct the address with the new address or mark as invalid address those that do not have new addresses. The Contractor will remove any non-Hawaii and no forwarding addresses from the file. The processed file will be sent back to the Judiciary and/or to the contractor responsible for scanning the returned questionnaires to allow for changes to be posted to its database.

The Contractor will provide a count of all individuals on the Master file as received from the Judiciary, a count of all individuals deleted for non-Hawaii addresses, a count for all individuals

deleted because of no forwarding addresses and finally a count of the remaining individuals on the file.

The final file will be used for the mail out of the juror questionnaires. The file will be sent to the processing and scanning vendor via secure FTP transfer and/or to the Judiciary for transfer. An email will be sent by the Contractor informing the Judiciary of the file transfer and containing the counts as described above.

Note: Jury address records have a maximum limit of 28 characters. Contractor must be able to compress NCOA addresses that are larger than the maximum limit.

L. MAIL OUT

1. All juror questionnaire forms must be mailed no later than the first week of August 2018. **All Juror summons must be mailed weekly.** All juror questionnaire forms and summons must utilize a ZIP + 4 pre-barcode with the vendor appending the +4 and bar code from CASS Certified software. Individual piece rate must be under 1 oz. and maximum postal discounts must be obtained. A report with the address changes applied or bypassed due to incorrect address is required in copy and secured FTP file.
2. The Contractor will bill the Judiciary for the actual **total** mail out costs, which entails the printing and postage, after the mail out of the Juror Questionnaires. The charges for mail out of the Juror summons will be billed to the Judiciary monthly.
3. The Juror Questionnaire must be approved for mailing by the USPS for compliance with outgoing and response mail document. The juror questionnaire and summons must meet the Business Reply Mail Accounting System (BRMAS) requirements and utilize the lowest postage rate.
4. The contractor must be capable of handling up to 250,000 pieces of mail.

N. QUALITY CONTROL

Juror Questionnaire and Juror Summons: The contractor must have a definable quality control program in operation including procedures at the production floor level.

Juror Questionnaire: Every 1,000th

Juror Questionnaire form shall be pulled and inspected for adherence to specifications described in the contract.

Juror Summons: Every 200th

Juror Summons form shall be pulled and inspected for adherence to specifications described in the contract.

a) SUMMONS PROCESSING

- 1) Contractor must be able to handle up to 40,000 pieces of documents provided by the Judiciary for juror summons. The summons documents will be mailed by the contractor.
- 2) The information to be captured is the 9-digit Juror participant no., 9-digit jury pool number, and designated court building for summons. The Judiciary will provide this information weekly to the vendor via email. One version of the file will be transmitted to the vendor.

1.3. SUMMARY OF RESPONSIBILITIES

A. CONTRACTOR'S RESPONSIBILITIES

Fabricate, print and mail out juror questionnaires and juror summons in compliance with the United States Postal Service Regulations.

Contractor will provide a file of updated addresses, excluding the removal of non-Hawaii, no forwarding addresses, and inter-island address changes to the Judiciary. This file should reflect the name and addresses of the juror questionnaires that were mailed out.

B. CLIENT'S RESPONSIBILITIES

Provide Contractor data (Name, Address, 9 digit Juror Participant No., Circuit Court No., the jury service year, 9 digit Juror Pool No., and the Jury Pool Office Address and Phone Number) on secured FTP file for printing of juror questionnaire and juror summons.

The Juror Summons file will be emailed to the vendor by the Judiciary Jury pool office. Upon satisfactory completion of juror questionnaire and juror summons mail out, process payment to Contractor in accordance to Special Provisions and General Conditions.

END OF SECTION

SECTION TWO SPECIAL PROVISIONS

2.1. SCOPE

Work included in this contract shall consist of Fabricating, Printing and mailing out Juror Questionnaires (statewide) and Juror Summons (First Circuit) for the Circuit Courts. All work shall be performed in accordance with these Special Provisions, the attached Specifications and General Conditions and Procedural Requirements.

2.2. OFFICER-IN-CHARGE

Ms. Tiffany DeGuzman, Jury Clerk Supervisor
First Circuit Court
777 Punchbowl Street
Honolulu, HI 96813 -5093
Telephone : (808) 539-4358
Email: Tiffany.n.deguzman@courts.hawaii.gov

2.3. CONTRACT EXECUTION AND TERM OF CONTRACT

The Contractor shall enter into a contract to fabricate, print and mail out Juror Questionnaires and Juror Summons for the Circuit Courts. The Contract shall be enforceable only to the extent that funds have been certified and are available. The term of the contract shall be for a period of twenty-four (24) months, beginning July 1, 2018 and ending on June 30, 2020, unless otherwise approved by the Administrative Director. The Contractor shall be given notice of award on or before July 1, 2018 to allow sufficient time to the Contractor to fabricate, print and mail out the juror questionnaire by the first week of August 2018.

Further, by mutual agreement between the parties hereto, the contract may be extended on a term basis not to exceed a twelve (12) month extension at a time, for a period not to exceed three (3) additional twelve month periods. Total contract period shall not exceed sixty (60) months. Any extension to the contract is subject to the availability of funds, shall be in writing at least forty-five (45) days prior to contract expiration and shall not increase the unit pricing by more than 5% or as mutually agreed upon by both parties and following the same terms and conditions as specified herein. Contract must provide proof of costs (documentation) associated with the fabrication, printing and mail out of the questionnaire and summons for any requested increase of more than 5%. A contract extension must be executed by the Contractor no less than twenty (20) days prior to the scheduled date of termination, otherwise the requirement must rebid.

2.4. OFFEROR QUALIFICATION

- A. **Experience**. Offeror must have at a minimum three (3) consecutive years printing experience in the State of Hawaii. The Offeror must be capable of handling up to 250,000 pieces of mail.
- B. **References**. Offeror will list at least three (3) references, preferably in the State of Hawaii other than the Judiciary, for whom Offeror has performed printing that is

similar in nature and/or volume to services specified herein, that will qualify Offeror to perform the project. The Judiciary reserves the right to contact the references provided, and the Judiciary reserves the right to reject the bid submitted by any offeror who has not performed printing that is similar in nature and volume to services required in this bid or whose performance on other jobs for this type of service has been proven unsatisfactory.

- C. **Local Representative.** Offerer shall have and identify a local representative (in Hawaii) in order to qualify for bid. Local representative must have an office location in the state of Hawaii, from where he/she conducts his/her business during normal working hours and from where he/she will be accessible to requests or complaints for the length of the contract. Local representative shall meet with the Judiciary and be available, accountable, and be responsible for the fabricating, printing and mailing out Juror Questionnaires (statewide) and Juror Summons (First Circuit) for the Circuit Courts for the entire duration of job. **Failure on the part of the Offerer to meet this requirement shall result in rejection of bid.**
- D. **SECURITY – Offerer shall have a secure site and be access to only those that are employed to protect sensitive information. Offerer must understand the importance of sensitive nature if the information handling and all employees signed Confidentiality and Non-Disclosure Agreements and maintain strict internal policies pertaining to safeguarding and handling of client’s information.**

2.5. OFFER PREPARATION

Any bid offering terms and conditions contradictory to those included herein shall be rejected without further consideration.

- A. **Legal Name.** Offeror is requested to submit its bid under its exact legal name as registered at the Department of Commerce and Consumer Affairs. Failure to do so may delay proper execution of the contract.
- B. **Offer Price.** Offer price shall include all costs required to fabricate, print, and mail out juror questionnaires and summons for the circuit courts as outlined in these Specifications. All costs shall include any miscellaneous costs, Hawaii General Excise Tax, and any and all other costs incurred for this project.
- C. **Proposal Guarantee.** A Proposal Guarantee is NOT required for this Bid Proposal.
- D. **Contract Bond.** A Contract Bond is not required for this project.
- E. **Tax Liability.** Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they are liable for the Hawaii General Excise tax (GET). If however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

2.6. SUBMISSION OF PROPOSAL

Offerors shall submit three (3) copies (1 original, 2 copies) of the Proposal Submission Packet. Completed proposals must be submitted no later than 2:00 p.m. HST on April 25, 2018, to:

The Judiciary, State of Hawaii
Financial Services Division
1111 Alakea Street, 6th Floor
Honolulu, HI 96813 -2807
Attention: Deepa P. Sheehan

PROPOSALS RECEIVED AFTER THE ABOVE DATE AND TIME SPECIFIED SHALL NOT BE ACCEPTED AND SHALL BE RETURNED TO THE VENDOR UNOPENED

Offers via electronic submittal. As another option to submitting hard copies of your offer packet, offers may be submitted no later than the date and time indicated in the IFB to the above Purchasing Specialist via Email or FAX.

Offeror bears responsibility for transmission. Offerors who submit proposals or amendments by electronic means, bear the whole and exclusive responsibility for assuring that the documents are received by the purchasing agency and for ensuring the complete, correctly formatted, legible, and timely transmission of their documents. By opting to submit documents by electronic means, Offerors assume all risk that a purchasing agency's receiving equipment and system may be inoperative or otherwise unavailable at the time transmission is attempted.

2.7. CONTRACT AWARD

A. Method of Award

Award, if any, shall be made to the responsive and responsible Offeror submitting the lowest TOTAL BID AMOUNT to fabricate, print and mail out juror questionnaires and summons for the Judiciary. Offeror must bid on all items to be considered for award.

B. Hawaii Compliance Express

To be eligible for award, the apparent responsive low bidder recommended for contract award, if any, will be contacted to submit copies of the documents listed below to demonstrate compliance with the requirements of § 103D-310(c), HRS:

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, worker's compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. Chapter 103D-310(C), Certificate in Good Standing (COGS) for entities doing business in the State of Hawaii.

The Contractor may choose to use the Hawaii Compliance Express (HCE) which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance". The HCE provides current compliance status as of the issuance date. In order to meet compliance, the certificate must indicate "COMPLIANT". This certificate shall be accepted for both contracting purposes and final payment. There is an annual fee to the Hawaii Information Consortium, LLC. If the Contractor chooses not to enroll in HCE, paper certificates are required.

C. Timely Submission of Certificate

The above certificate should be applied for and submitted to the Judiciary upon notification of intent to award. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

D. Final Payment Requirement

Final payment under this Agreement shall be made pursuant to HRS § 103-53 upon CONTRACTOR'S compliance through Hawaii Compliance Express or, submittal of tax clearance certificate, not over two months old, with an original green certified copy stamp, upon completion of the contract.

2.8. Joint Contractors

Offeror may subcontract portions of this project. Offeror shall be the Primary Contractor and be liable for all work performed under this project.

2.9. COPY

The Contractor must provide a detailed mockup illustrating the construction, composition, and personalization required. The format must be preapproved for mailing by the USPS for compliance with outgoing and return mail document.

All components to be represented in the existing mail piece format as well as additional text needed for instructions are required.

2.10. SAMPLE COPY

Sample formats of the form are provided with the specifications. Juror Questionnaire shall contain all of the information as the Juror Questionnaire sample.

It shall be the Offeror's responsibility to examine the form and further familiarize themselves with the amount and kind of work to be performed. No additional compensation will be made by reason of any misunderstanding or error regarding the juror questionnaire and summons forms to be fabricated and printed or the amount and kind of work involved. Submission of offer shall be evidence that the Offeror understands the scope of the project and will comply with the specifications if awarded the contract.

2.11. QUALITY OF PRODUCT

Work to be done shall be of a professional quality. Blank areas shall be clean and clear. Printing shall be legible, uniform in shade and shall have no inking irregularities. If the quality of the work is judged unsatisfactory by the Administrative Director of the Courts, it will be considered as non-performance of the contract.

2.12. MODIFICATIONS

Prior to the beginning of work, modifications to these Specifications may be made by mutual agreement between the Contractor and the Judiciary through the Officer-In-Charge. A written Memorandum of Understanding, signed by both parties and detailing these modifications, shall be forwarded to the Office of the Administrative Director of the Courts, Fiscal Branch, 1111 Alakea Street, 6th Floor, Honolulu, Hawaii, 96813, attention Deepa P. Sheehan.

A. QUANTITY

Quantities are estimates and actual quantities may be more or less, however, should there be a need to increase or decrease the total quantity prior to the initial printing, the price per set shall be the same as or less than the quoted price. Price for quantities ordered thereafter during the remainder of the contract period may be negotiated with CONTRACTOR.

B. MAIL OUT

The juror questionnaire forms shall be mailed out no later than **the first week of August 2018**. The Juror summons shall be mailed out weekly starting December 1, 2018 to November 30, 2019. Details of mail out of the Juror Questionnaire and Summons are contained in the Specifications section.

2.13. INSPECTIONS

All work done and all materials furnished shall be subject to inspection and approval by the Officer-In-Charge or a representative of the Judiciary so as to ascertain that the services rendered are in accordance with requirements and intentions of the Specifications and Special Provisions. The Officer-in-Charge may require additional information as necessary.

2.14. INVOICING AND PAYMENT

Contractor shall submit original and three copies of the invoice to the respective Circuits for separate billing, at the addresses listed below.

The Judiciary – First Circuit Court
Fiscal Office
777 Punchbowl Street
Honolulu, HI 96813
Phone: 808.539.4350

The Judiciary – Second Circuit
Fiscal Office
2145 Main Street
Wailuku, Hawaii 96793-1679
Phone: 808.244.2999

The Judiciary – Third Circuit
Fiscal Office
777 Kilauea Avenue
Hilo, Hawaii 96720
Phone: 808.961.7424

The Judiciary – Fifth Circuit
Fiscal Office
3970 Kaana Street
Lihue, Hawaii 96766-1283
Phone: 808.482.2340

A. Schedule of Payments

Payment shall be made to the Contractor at the contracted price upon certification by the Officer-in-Charge or his designee that the Contractor has satisfactorily performed

the required services as evidence by receipt of documents detailing performance of service and reported discrepancies and corrective action. For extra work approved by the Officer-in-Charge, a separate detailed invoice is required. Invoices shall contain a description of the work done, the amount and purchase order number authorizing the work. Upon successful mail out of Questionnaire's, vendor can bill a one-time payment. Upon successful mail out of weekly Summons, vendor can bill monthly.

Section 103-10, H.R.S. provides that the Judiciary shall have thirty (30) calendar days after receipt of invoice or performance of the services to make payment. For this reason, the Judiciary shall reject any bid submitted with a condition requiring payment within a shorter period. Further, the Judiciary will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, H.R.S., as amended.

The Judiciary will not recognize any requirement established by the Contractor and communicated to the Judiciary after award of the contract, which requires payment within a shorter period or interest payment not in conformance with Statute. For this reason, the Judiciary will reject any bid submitted with a condition requiring payment within a shorter period.

2.15. OTHER SPECIAL PROVISIONS

2.15.2. Termination for Cause

If the Contractor:

1. Fails to begin the work or services under the contract within or by the time specified.
2. Fails to perform the work with sufficient workmen, equipment, or materials to insure prompt completion of the work.
3. Performs the work or services negligently, or neglects or refuses to remove materials or to perform anew, such work or services that may be rejected as unacceptable.
4. Discontinues the prosecution of the work or services.
5. Otherwise breaches any term of the contract.
6. Becomes insolvent or is declared bankrupt, or commits any act of bankruptcy or insolvency.
7. Allows any final judgment to stand against him unsatisfied for a period of ten (10) days.
8. Makes an assignment for the benefit of creditors.
9. For any other cause whatsoever, fails to carry out the work or services in an acceptable manner, the Judiciary will give notice to the Contractor of such delay, neglect, or default. If the Contractor within a period of ten (10) days after the date of such notice, shall not proceed in accordance therewith, then the Judiciary will have full power and authorize, without violating the contract, to take the prosecution of the work or services out of the hands of the

Contractor, and to use such methods are deemed necessary to complete the contract in an acceptable manner.

All costs and charges incurred by the Judiciary, together with the cost of completing the work or services under the contract, will be off-set from any monies due or which would or might have become due to the Contractor had the Contractor completed the work under the contract. If such expense exceeds the sum which would have been payable under the contract, the Contractor shall be liable and shall pay to the Judiciary the amount of such excess within ten (10) days after demand therefore.

2.15.2. Liquidated Damages

Failure to complete delivery of any item in the contract within the time proposed will cause damage to the Judiciary. The amounts of said damages being difficult, if not impossible to ascertain, shall be estimated, agreed upon and fixed at the sum of TWENTY FIVE DOLLARS (\$25.00) for each and every calendar day the Contractor delays in completing any item of the contract after the required date of said completion. The total sum due for such delay, shall be deducted from any payments due or to become due to the Contractor.

2.15.3. Interpretation of Provisions

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions of this agreement, the interpretation given and made by the Officer-in-Charge with the approval of the Financial Services Administrator, or the interpretation made by the Financial Services Administrator, shall govern and control. In addition, the parties hereto agree that said Financial Services Administrator, shall have the sole power to decide and resolve matters which may come up in the future and which are not covered by this agreement.

2.15.4. Conflicts and Variations

In the event of any conflict or variation between the provisions of this document entitled Special Provisions and the General Conditions, the provisions of the document entitled Special Provisions shall control.

END OF SECTION

SECTION THREE - OFFER FORM
TO FABRICATE, PRINT & MAIL OUT
JUROR QUESTIONNAIRE & JUROR SUMMONS
FOR THE CIRCUIT COURTS
THE JUDICIARY, STATE OF HAWAII

Offeror: _____

Honolulu, Hawaii

_____, 20_____

Financial Services Director
The Judiciary, State of Hawaii
Kauikeaouli Hale
1111 Alakea Street, 6th Floor
Honolulu, Hawaii 96813

Dear Financial Services Director:

The following offer is made to provide the goods and service indicated in the following proposal schedule to the Judiciary, State of Hawaii, at the location(s) required in the specifications, all according to the true intent and meaning of the specifications hereinafter contained.

The undersigned states that he has carefully read and understands the terms and conditions specified in the proposal, the Specifications and Special Provisions attached hereto, and in the General Conditions dated February 2001 by reference made a part hereof and available upon request, for this contract, and that the Financial Services Administrator reserves the right to reject any or all bids and to waive any defects when in his opinion such rejection or waiver will be for the best interest of the Judiciary.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned hereby proposes to FABRICATE, PRINT, AND MAIL OUT JUROR QUESTIONNAIRES AND JUROR SUMMONS FOR THE CIRCUIT COURTS, THE JUDICIARY, STATE OF HAWAII, in strict compliance with the Agreement, Specifications, Special Provisions, and General Conditions dated February 2001 and Procedural Requirements dated May 2003 by reference made a part hereof and available upon request, for the Total Bid Price of:

_____ Dollars (\$_____)

The undersigned represents: **(Check ☒ one only)**

☐ A **Hawaii Business** incorporated or organized under the State of Hawaii; **OR**

☐ A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii and has a separate branch or division in the State that is capable of fully performing under the contract.

State of incorporation _____

Offeror is:

☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ Other

If Offeror is a "dba" or a "division" of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

Federal I.D. No. _____

Hawaii General Excise Tax License I.D. No. _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (**Hawaii street address**): _____

City, State, Zip Code _____

Email Address: _____

Date: _____

Respectfully submitted,

Telephone No.: _____

(x) _____
Authorized Original Signature

Fax No.: _____

Name and Title (Please Print)

The following proposal is hereby submitted for all of the work listed below, to fabricate, print and mail out Juror Questionnaire and Summons for the Circuit Courts. All Juror Questionnaires shall be mailed no later than the first week of August 2018.

The postage fees to mail the Juror Questionnaire and Summons will be billed to the Judiciary

I. Juror Questionnaire & Summons

A. Juror Questionnaire Forms

Design, Fabricate, Print and Mail out Juror Questionnaires

Circuit	Quantity (no. of sets)	Amount
First Judicial Circuit	90,000	
Second Judicial Circuit	60,000	
Third Judicial Circuit	75,000	
Fifth Judicial Circuit	30,000	
Subtotal	255,000	

Bid Quotation shall be for stated quantities. However, should there be a need to increase or decrease the total quantity prior to the initial printing, the price per set shall be that same as or less than the quoted price. Prices for quantities ordered thereafter during the remainder of the contract period may be negotiated with the Contractor.

B. Juror Summons

	Quantity	Amount
First Judicial Circuit	45,000 sets	
Subtotal	45,000 sets	

C. Preliminary Address Check (to include the update of name and/or addresses and file transfer to the Judiciary or data entry vendor)

Circuit	Quantity	Amount
First Judicial Circuit	90,000	
Second Judicial Circuit	60,000	
Third Judicial Circuit	75,000	
Fifth Judicial Circuit	30,000	
Subtotal	255,000	

D. Summary

	Description	Cost/Amount
A	Fabricate, print, and mail out Juror Questionnaires	
B	Fabricate, print, and mail out Juror Summons	
C	Preliminary Address Check	
	Total Bid Amount **	

** Total Bid Amount should agree with the Bid Price specified on page 1 of the Bid Proposal and shall include all applicable TAXES.

II. Additional Information

A. JOINT CONTRACTORS/SUBCONTRACTORS

The Offeror certifies that the following is a complete list of all contractors and subcontractors who will be engaged by the Offeror on the project to perform the nature and scope of work indicated. The Offeror further understands that only those joint contractors and subcontractors listed shall be allowed to perform work on this project and that all other work necessary shall be performed by the Offeror with his own employees. If no joint contractor or subcontractor is listed, it shall be construed that all of the work shall be performed by the Offeror with his own employees.

Provide the complete firm name, address and phone number of the joint or subcontractor to fabricate, print and deliver court file folders.

Subcontractor Name	Address	Phone/Fax/Email

B. NAME OF AUTHORIZED LOCAL SALES/SERVICE REPRESENTATIVE

Company Name	Address	Phone/Fax/email

C. REFERENCES

FAILURE TO COMPLETE ANY OF THE FOLLOWING ITEMS MAY RESULT IN THE DISQUALIFICATION OF THE SUBMITTED BID.

Names and addresses of companies, other than the Judiciary, for which the undersigned has furnished file folders and performed or is currently performing services that are similar in nature and/or volume to services specified in the attached specifications. Refer to References section, of the enclosed Bid Proposal.

Company/Agency & Contact	Address	Phone/Fax/email



Jury Pool Office • First Circuit Court
 THE JUDICIARY • STATE OF HAWAII
 777 Punchbowl Street Honolulu, Hawaii'i 96813-5093
 Phone: (808) 539-4363 select option 3

JURY QUALIFICATION QUESTIONNAIRE - FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY
PLEASE RETURN WITHIN TEN CALENDAR DAYS

• USE A BLACK BALLPOINT PEN - DO NOT USE PENCIL

• FILL OUT FORM ON HARD SURFACE

• MAKE HEAVY BLACK MARKS THAT FILL IN THE BUBBLE COMPLETELY

	YES	NO
RIGHT	<input type="radio"/>	<input type="radio"/>
WRONG	<input type="radio"/>	<input checked="" type="radio"/>

- ☐ Yes ☐ No 1. Are you a citizen of the United States?
- ☐ Yes ☐ No 2. Are you a resident of this judicial circuit (Island of Oahu)?
- ☐ Yes ☐ No 3. Are you 18 years of age or older? State age:
- ☐ Yes ☐ No 4. Are you able to read, speak, and understand the English language?
- ☐ Yes ☐ No 5. Are you incapable by reason of your physical or mental disability of rendering satisfactory jury service? If yes, submit a doctor's certificate.
- ☐ Yes ☐ No 6. Have you ever been convicted of a felony in a state or federal court and not pardoned? A felony means a crime punishable by imprisonment of more than one year, even if you did not receive more than one year.
- ☐ Yes ☐ No 7. Do you claim an exemption from jury service under H.R.S. Section 612-6? If yes, fill in the bubble corresponding to the number that applies **SEE REVERSE SIDE.**
 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 6. ☐ 7. ☐ 8. ☐ 9. ☐
- ☐ Yes ☐ No 8. Have you ever served as a juror? If yes, what year? _____
- ☐ Yes ☐ No 9. Have you or any member of your immediate family been a party to a law suit?
- ☐ Yes ☐ No 10. Has a claim for personal injury ever been made against you or have you ever made a claim for personal injury?
- ☐ Yes ☐ No 11. Are you related to, or close friends with, any law enforcement officer?
- ☐ Yes ☐ No 12. Did another person fill out this form for you? If yes, (1) reason: _____;
 (2) name of person who filled out form: _____
13. List your present or last employer and occupation: _____
14. Marital Status: ☐ Married ☐ Single Home Phone: - -
 No. of Children: _____ Business Phone: - -
15. Place of Birth: _____ Years of Residence in Hawai'i: _____
16. Spouse's Name: _____ Spouse's Employer: _____
17. Education (circle highest level completed): Elem High School College Other
- ☐ Yes ☐ No 18. Are your name and permanent address correct?

If "NO", please print COMPLETE corrected Name AND Address in the box below

NAME	
ADDRESS	
CITY/STATE	ZIP CODE

I DECLARE THAT THE RESPONSES ON THIS QUESTIONNAIRE FORM ARE TRUE AND ACKNOWLEDGE WILLFUL MISREPRESENTATION OF A FACT IS SUBJECT TO PUNISHMENT BY LAW.

SIGNATURE

DATE

PARTICIPANT NO.



Jury Pool Office • Second Circuit Court

THE JUDICIARY • STATE OF HAWAII

2145 Main Street, Room 141 Wailuku, Hawai'i 96793-1679
Phone: (808) 244-2757 Moloka'i & Lana'i Residents: 1 800 315-5879
Sselect Option 3

JURY QUALIFICATION QUESTIONNAIRE - FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY PLEASE RETURN WITHIN TEN CALENDAR DAYS

- USE A BLACK BALLPOINT PEN - DO NOT USE PENCIL

- FILL OUT FORM ON HARD SURFACE

- MAKE HEAVY BLACK MARKS THAT FILL IN THE BUBBLE COMPLETELY

YES NO

RIGHT ☐ ☐

WRONG ☐ ☒

- ☐ Yes ☐ No 1. Are you a citizen of the United States?
- ☐ Yes ☐ No 2. Are you a resident of this judicial circuit (Island of Maui, Moloka'i, Lana'i and Kahoolawe)?
- ☐ Yes ☐ No 3. Are you 18 years of age or older? State age:
- ☐ Yes ☐ No 4. Are you able to read, speak, and understand the English language?
- ☐ Yes ☐ No 5. Are you incapable by reason of your physical or mental disability of rendering satisfactory jury service? If yes, submit a doctor's certificate.
- ☐ Yes ☐ No 6. Have you ever been convicted of a felony in a state or federal court and not pardoned? A felony means a crime punishable by imprisonment of more than one year, even if you did not receive more than one year.
- ☐ Yes ☐ No 7. Do you claim an exemption from jury service under H.R.S. Section 612-6? If yes, fill in the bubble corresponding to the number that applies **SEE REVERSE SIDE.**
1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 6. ☐ 7. ☐ 8. ☐ 9. ☐
- ☐ Yes ☐ No 8. Have you ever served as a juror? If yes, what year? _____
- ☐ Yes ☐ No 9. Have you or any member of your immediate family been a party to a law suit?
- ☐ Yes ☐ No 10. Has a claim for personal injury ever been made against you or have you ever made a claim for personal injury?
- ☐ Yes ☐ No 11. Are you related to, or close friends with, any law enforcement officer?
- ☐ Yes ☐ No 12. Did another person fill out this form for you? If yes, (1) reason: _____;
(2) name of person who filled out form: _____
13. List your present or last employer and occupation: _____
14. Marital Status: ☐ Married ☐ Single Home Phone: - -
No. of Children: _____ Business Phone: - -
15. Place of Birth: _____ Years of Residence in Hawai'i: _____
16. Spouse's Name: _____ Spouse's Employer: _____
17. Education (circle highest level completed): Elem High School College Other
- ☐ Yes ☐ No 18. Are your name and permanent address correct?

If "NO", please print COMPLETE corrected Name AND Address in the box below.

NAME	
ADDRESS	
CITY/STATE	ZIP CODE

I DECLARE THAT THE RESPONSES ON THIS QUESTIONNAIRE FORM ARE TRUE AND ACKNOWLEDGE WILLFUL MISREPRESENTATION OF A FACT IS SUBJECT TO PUNISHMENT BY LAW.

SIGNATURE

DATE

PARTICIPANT NO.



Attachment 1
Jury Pool Office • Third Circuit Court
THE JUDICIARY • STATE OF HAWAII
Hale Kaulike 777 Kilauea Ave. Hilo, Hawai'i 96720
Phone: (808) 961-7646 select option 3

3

**JURY QUALIFICATION QUESTIONNAIRE - FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY
PLEASE RETURN WITHIN TEN CALENDAR DAYS**

- USE A BLACK BALLPOINT PEN - DO NOT USE PENCIL

- FILL OUT FORM ON HARD SURFACE

- MAKE HEAVY BLACK MARKS THAT FILL IN THE BUBBLE COMPLETELY

YES NO
RIGHT ● ○
WRONG ○ ☒

- Yes ○ No 1. Are you a citizen of the United States?
- Yes ○ No 2. Are you a resident of this judicial circuit (Island of Hawai'i)?
- Yes ○ No 3. Are you 18 years of age or older? State age:
- Yes ○ No 4. Are you able to read, speak, and understand the English language?
- Yes ○ No 5. Are you incapable by reason of your physical or mental disability of rendering satisfactory jury service? If yes, submit a doctor's certificate.
- Yes ○ No 6. Have you ever been convicted of a felony in a state or federal court and not pardoned? A felony means a crime punishable by imprisonment of more than one year, even if you did not receive more than one year.
- Yes ○ No 7. Do you claim an exemption from jury service under H.R.S. Section 612-6? If yes, fill in the bubble corresponding to the number that applies **SEE REVERSE SIDE.**
1. ○ 2. ○ 3. ○ 4. ○ 5. ○ 6. ○ 7. ○ 8. ○ 9. ○
- Yes ○ No 8. Have you ever served as a juror? If yes, what year? _____
- Yes ○ No 9. Have you or any member of your immediate family been a party to a law suit?
- Yes ○ No 10. Has a claim for personal injury ever been made against you or have you ever made a claim for personal injury?
- Yes ○ No 11. Are you related to, or close friends with, any law enforcement officer?
- Yes ○ No 12. Did another person fill out this form for you? If yes, (1) reason: _____;
(2) name of person who filled out form: _____
13. List your present or last employer and occupation: _____
14. Marital Status: ○ Married ○ Single Home Phone: - -
No. of Children: _____ Business Phone: - -
15. Place of Birth: _____ Years of Residence in Hawai'i: _____
16. Spouse's Name: _____ Spouse's Employer: _____
17. Education (circle highest level completed): Elem High School College Other
- Yes ○ No 18. Are your name and permanent address correct?

If "NO", please print COMPLETE corrected Name AND Address in the box below.

NAME	
ADDRESS	
CITY/STATE	ZIP CODE

**I DECLARE THAT THE RESPONSES ON THIS QUESTIONNAIRE FORM
ARE TRUE AND ACKNOWLEDGE WILLFUL MISREPRESENTATION OF
A FACT IS SUBJECT TO PUNISHMENT BY LAW.**

SIGNATURE

DATE

PARTICIPANT NO.



Attachment 1
Jury Pool Office • Fifth Circuit Court
THE JUDICIARY • STATE OF HAWAII
3970 Kaana Street, Suite 208 Lihue, Hawai'i 96766-1282
Phone: (808) 482-2331 select option 3

4

**JURY QUALIFICATION QUESTIONNAIRE - FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY
PLEASE RETURN WITHIN TEN CALENDAR DAYS**

- USE A BLACK BALLPOINT PEN - DO NOT USE PENCIL
 - FILL OUT FORM ON HARD SURFACE
 - MAKE HEAVY BLACK MARKS THAT FILL IN THE BUBBLE COMPLETELY
- YES NO
RIGHT ● ○
WRONG ○ ⊗

- Yes ○ No 1. Are you a citizen of the United States?
- Yes ○ No 2. Are you a resident of this judicial circuit (Island of Kaua'i and Ni'i'hau)?
- Yes ○ No 3. Are you 18 years of age or older? State age:
- Yes ○ No 4. Are you able to read, speak, and understand the English language?
- Yes ○ No 5. Are you incapable by reason of your physical or mental disability of rendering satisfactory jury service? If yes, submit a doctor's certificate.
- Yes ○ No 6. Have you ever been convicted of a felony in a state or federal court and not pardoned? A felony means a crime punishable by imprisonment of more than one year, even if you did not receive more than one year.
- Yes ○ No 7. Do you claim an exemption from jury service under H.R.S. Section 612-6? If yes, fill in the bubble corresponding to the number that applies **SEE REVERSE SIDE.**
1. ○ 2. ○ 3. ○ 4. ○ 5. ○ 6. ○ 7. ○ 8. ○ 9. ○
- Yes ○ No 8. Have you ever served as a juror? If yes, what year? _____
- Yes ○ No 9. Have you or any member of your immediate family been a party to a law suit?
- Yes ○ No 10. Has a claim for personal injury ever been made against you or have you ever made a claim for personal injury?
- Yes ○ No 11. Are you related to, or close friends with, any law enforcement officer?
- Yes ○ No 12. Did another person fill out this form for you? If yes, (1) reason: _____;
(2) name of person who filled out form: _____
13. List your present or last employer and occupation: _____
14. Marital Status: ○ Married ○ Single Home Phone: - -
No. of Children: _____ Business Phone: - -
15. Place of Birth: _____ Years of Residence in Hawai'i: _____
16. Spouse's Name: _____ Spouse's Employer: _____
17. Education (circle highest level completed): Elem High School College Other
- Yes ○ No 18. Are your name and permanent address correct?

If "NO", please print COMPLETE corrected Name AND Address in the box below.

NAME	
ADDRESS	
CITY/STATE	ZIP CODE

**I DECLARE THAT THE RESPONSES ON THIS QUESTIONNAIRE FORM
ARE TRUE AND ACKNOWLEDGE WILLFUL MISREPRESENTATION OF
A FACT IS SUBJECT TO PUNISHMENT BY LAW.**

SIGNATURE

DATE

PARTICIPANT NO.



**CIRCUIT COURT OF HAWAII
INFORMATION AND INSTRUCTIONS FOR JURORS**

DEAR CITIZEN:

YOUR NAME HAS BEEN RANDOMLY SELECTED FOR POSSIBLE JURY SERVICE IN THE NEXT YEAR. YOU WILL BE NOTIFIED WHEN TO APPEAR.

THE QUESTIONNAIRE ON THE REVERSE SIDE OF THESE INSTRUCTIONS WILL VERIFY YOUR QUALIFICATION TO SERVE AS A JUROR. **YOU ARE REQUIRED TO ANSWER EACH QUESTION, SIGN AND RETURN THIS FORM WITHIN TEN DAYS.**

IF YOU ARE UNABLE TO FILL OUT THIS FORM, SOMEONE ELSE MAY DO IT FOR YOU. THAT PERSON MUST STATE THE REASON WHY IT WAS NECESSARY TO HELP YOU ON LINE 12 OF THE QUESTIONNAIRE.

HRS SECTION 612-6 GROUNDS FOR EXEMPTION. A PERSON MAY CLAIM EXEMPTION FROM SERVICE AS A JUROR IF THE PERSON IS:

- 1) AN ELECTED OFFICIAL WHILE THE LEGISLATURE IS IN SESSION, OR A JUDGE OF THE UNITED STATES, STATE OR COUNTY;
- 2) AN ACTIVE PRACTICING PHYSICIAN OR DENTIST;
- 3) A MEMBER OF THE ARMED FORCES OR MILITIA WHEN ON ACTIVE SERVICE AND DEPLOYED OUT-OF-STATE;
- 4) AN ACTIVE MEMBER OF A POLICE OR FIRE DEPARTMENT;
- 5) A PERSON WHO HAS SERVED AS A JUROR, EITHER IN A COURT OF THIS STATE OR THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF HAWAII, WITHIN ONE YEAR PRECEDING THE TIME OF FILLING OUT THE JUROR QUALIFICATION FORM;
- 6) AN ACTIVE MEMBER OF AN EMERGENCY MEDICAL SERVICES AGENCY ("emergency medical services agency" means any government agency, private agency, or company that provides ambulance services, emergency medical services, or disaster medical services);
- 7) A PERSON LIVING MORE THAN SEVENTY MILES FROM THE COURT FOR WHICH JURY SERVICE IS REQUIRED;
- 8) A PERSON EIGHTY YEARS OF AGE OR OLDER;
- 9) A WOMAN WHO IS BREASTFEEDING A CHILD OR EXPRESSING BREAST MILK FOR A PERIOD OF TWO YEARS FROM THE BIRTH OF THE CHILD.

IF YOU ARE CLAIMING AN EXEMPTION FROM JURY SERVICE UNDER HRS SECTION 612-6, PLEASE STATE WHICH PROVISION APPLIES TO YOU ON LINE 7 OF THE QUESTIONNAIRE.

EVEN IF YOU CLAIM AN EXEMPTION, YOU MAY STILL BE SUMMONED FOR JURY SERVICE AND ASKED TO PROVIDE FURTHER INFORMATION ABOUT YOUR CLAIMED EXEMPTION.

REQUESTS TO BE EXCUSED FROM JURY SERVICE DUE TO A PERSONAL HARDSHIP WILL BE CONSIDERED ONLY AT THE TIME YOU ARE SUMMONED TO APPEAR.

For Jury Questionnaire Frequently Asked Questions, visit our website at www.courts.state.hi.us and click on "Get Jury Information (eJuror)" on left side of screen or call the jury information line and select option 3.
O'ahu 808 539-4363, Maui 808 244-2757, Moloka'i and Lana'i 1 800 315-5879
Hawaii 808 961-7646, Kaua'i and Ni'ihau 808 482-2331

JURY QUALIFICATION QUESTIONNAIRE FREQUENTLY ASKED QUESTIONS**(MUST COMPLETE ALL QUESTIONS 1 THRU 18)****FOR EXEMPTIONS, SEE REVERSE SIDE OF QUESTIONNAIRE****Where can I get a replacement jury questionnaire form?**

If you have misplaced the jury questionnaire that was mailed to you, please contact your Circuit for a replacement:

- First Circuit - O'ahu: (808)539-4360
- Second Circuit - Maui, Moloka'i, Lana'i: (808)244-2706
- Third Circuit - Island of Hawai'i: (808)961-7412
- Fifth Circuit - Kaua'i, Ni'ihau: (808)482-2394

Disability disqualification?

According to the HRS 612-3, the term "disability" means the state of having a physical or mental impairment that substantially limits one or more of a person's major life activities, having a record of such an impairment, or being regarded as having such an impairment.

A person claiming disqualification due to a disability must respond to the Jury Questionnaire. If the person named on the questionnaire cannot complete the form, a relative, representative or other person may complete the form. The person completing the form must enter his or her name in question 12 of the jury questionnaire and state the reason for completing the form.

The person claiming disqualification due to a disability must submit a physician's or physician assistant's certificate as to the disability. ***Attach the certificate to your jury questionnaire and place in the envelope provided.***

If you are unable to submit a medical certificate within the 10 day deadline, you will have an opportunity to submit one if you are summoned. **PLEASE NOTE:** This does not include a temporary medical condition.

Breastfeeding mother?

If the person named on the questionnaire is currently breastfeeding a child two years of age or younger, they can be exempt from jury duty. To claim this exemption, answer "Yes" to question 7 and shade in bubble 9. Attach a copy of the child's birth certificate to the questionnaire. **Please do not send the original certificate.**

Juveniles?

If the person named on the questionnaire is under the age of 18, enter the age in question 3 and who completed the form in question 12 or return the questionnaire with a note attached.

Care home?

If the person named on the questionnaire lives in a care home, enter your name in question 12 and reason why you are completing the form, or you may return the questionnaire with a note attached to indicate the person is "in a care home" or "unable to complete form".

80 years or older?

If the person named on the questionnaire is 80 years or older, they can be exempt from jury duty. To claim this exemption, **must state age** for question 3 and **must shade in bubble 8** for question 7.

Deceased?

If the person named on the questionnaire is deceased, return the questionnaire with a note to indicate the date of death or attach a copy of the death certificate. **Please do not send the original certificate.**

Incarcerated?

If the person named on the questionnaire is incarcerated, return the questionnaire with a note to indicate the person is "incarcerated".

Vacation?

If the person named on the questionnaire is on vacation, complete the form as best as you can. Enter your name in question 12 and reason why you are completing the form, or you may return the questionnaire with a note attached to indicate the person is "out of town"; however, the attachment does not automatically excuse a person from jury service.

Student away at college?

If the person named on the questionnaire is a student away at college, enter your name in question 12 and reason why you are completing the form, or you may return the questionnaire with a note attached to indicate the person is "away at college"; however, the attachment does not automatically excuse a person from jury service.

No longer reside on island or out of state?

If you no longer reside on the island or in the State of Hawaii, return the questionnaire with a note attached to indicate "no longer a resident". Answer "No" to question 2 and enter the current address in question 18.

Part time resident?

If the person named on the questionnaire a part time resident, return the questionnaire with a note attached and provide the primary address; however, the attachment does not automatically excuse a person from jury service.


Active military?

If the person named on the questionnaire is in the military, on active service, and deployed out of state, answer "Yes" to question 7 and shade in bubble 3.

Not a U.S. citizen?

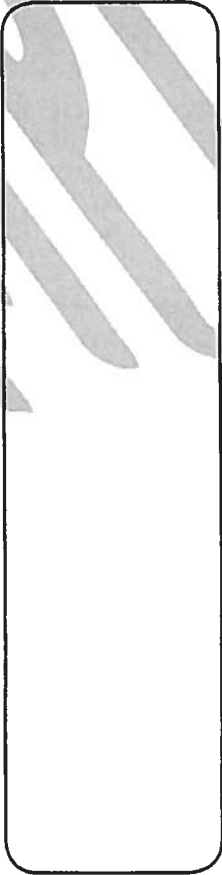
If you are claiming that you are not a U.S. citizen, you must send a copy of your document showing proof of citizenship in another country such as a green card, passport or other official record. **Please do not send original copies.**

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 46


STATE OF HAWAII
JURY POOL OFFICE
FIRST CIRCUIT COURT
777 Punchbowl Street
Honolulu, HI 96813-5093

JURY QUESTIONNAIRE ENCLOSED • FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY

RETURN SERVICE REQUESTED



#10 Envelope

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 46

STATE OF HAWAII
JURY POOL OFFICE
SECOND CIRCUIT COURT
2145 Main Street, Room 141
Wailuku, HI 96793-1679



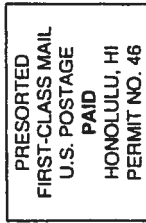
JURY QUESTIONNAIRE ENCLOSED • FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY

RETURN SERVICE REQUESTED





#10 Envelope



STATE OF HAWAII
JURY POOL OFFICE
THIRD CIRCUIT COURT
777 Kilauea Avenue
Hilo, HI 96720



JURY QUESTIONNAIRE ENCLOSED • FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY

RETURN SERVICE REQUESTED





PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 46

STATE OF HAWAII
JURY POOL OFFICE
FIFTH CIRCUIT COURT
3970 Kaana Street
Lihue, HI 96766



JURY QUESTIONNAIRE ENCLOSED • FAILURE TO RESPOND MAY SUBJECT YOU TO PENALTY

RETURN SERVICE REQUESTED



#9 Envelope

To be printed on white, pink,
yellow and green envelopes.



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 3079 HONOLULU, HI

POSTAGE WILL BE PAID BY ADDRESSEE

STATE OF HAWAII JURY POOL OFFICE
C/O SIMS HAWAII ENTERPRISES
846 S. HOTEL STREET SUITE 308
HONOLULU HI 96813-9962




Circuit Court of the First Circuit - THE JUDICIARY • STATE OF HAWAII

KA'AHUMANU HALE • 777 PUNCHBOWL STREET • HONOLULU, HAWAII 96813-5093

Telephone (808) 539-4360 • FAX (808) 539-4370

SUMMONS FOR JURY SERVICE

FOR REPORTING DATE AND TIME:

You are required to call the Jury Information Line anytime after 5:00PM the evening before your scheduled date to find out the time you will need to report and for any changes or postponements. You may also go to the Judiciary's website at www.courts.state.hi.us. *(If you are having trouble calling or accessing the Judiciary website for Jury Information after 5:00PM the evening before your scheduled date - Please Try Again Later)*

See Jury Service Reporting Information and Frequently Asked Questions for additional information.

Bring your summons with you when you report for jury service.

FAILURE TO APPEAR AS SUMMONED MAY RESULT IN THE ISSUANCE OF A BENCH WARRANT FOR YOUR ARREST AND MAY BE GROUNDS FOR CONTEMPT PROCEEDINGS UNDER SECTION 710-1077 (1) (i) OF THE HAWAII REVISED STATUTES.



In accordance with the Americans with Disabilities Act, and other applicable state and federal laws, if you require a reasonable accommodation for disability, please contact the Jury Pool Office (808)539-4360.

For Name and Address Changes ONLY

Name (Last, First, Mid. Init.)	
Address:	
City:	Zip Code:

SUBSCRIBED AND SWORN TO BEFORE ME

I CERTIFY THAT THE TWO WAY MILEAGE IS _____

(Court Officer)

(Date)

(Juror's Signature)

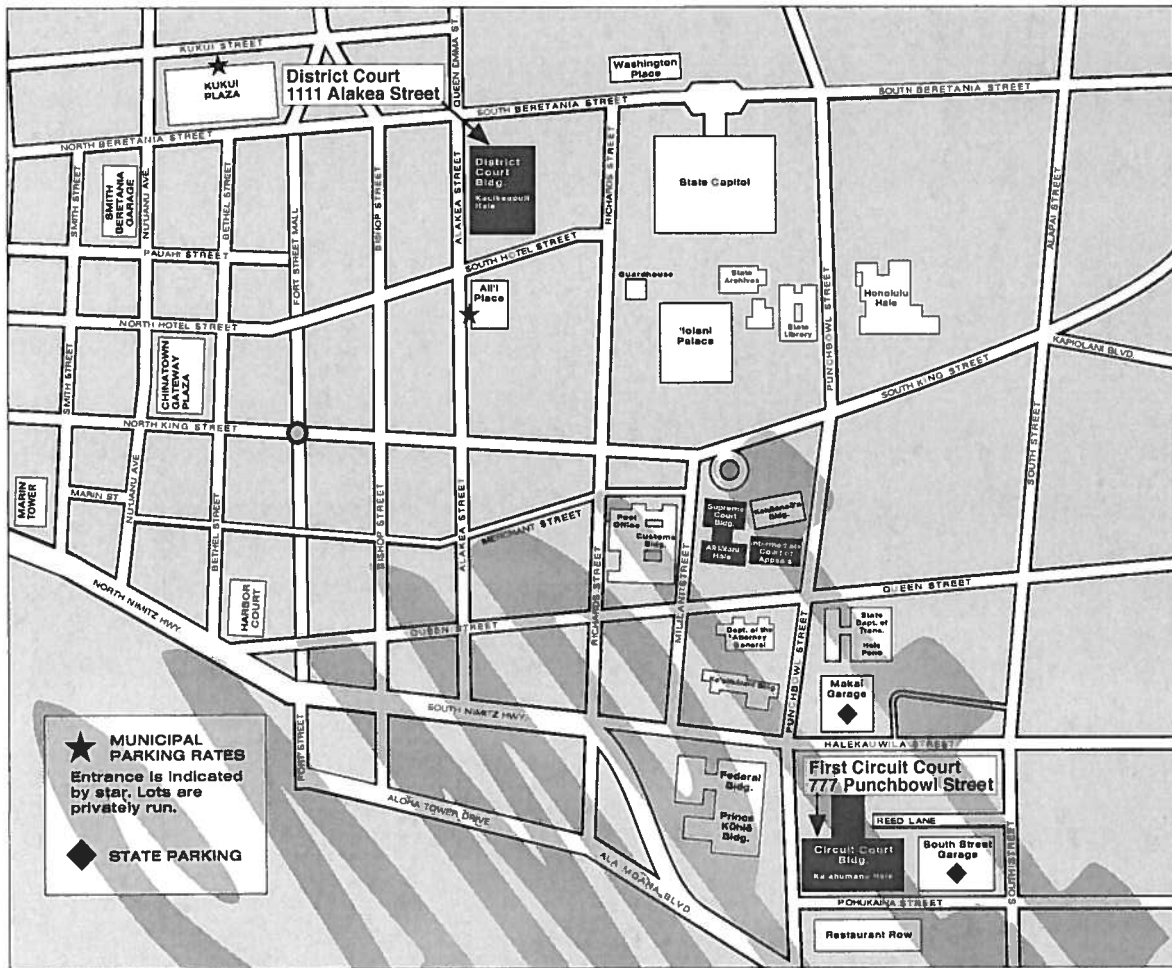
(Date)

JUDGE: _____

Home Phone: _____

Business Phone: _____

District Court – Kauikaouli Hale and First Circuit Court – Ka‘ahumanu Hale



PARKING INFORMATION

Secure and lock your car as the Judiciary is not responsible for any damage or theft of your vehicle. If you choose to drive, please allow yourself extra time to find parking. ***There is no reimbursement, should you take a cab or taxi.***

- **First Circuit Court - Ka‘ahumanu Hale (777 Punchbowl St.)** You may park in the South Street Garage at the corner of South and Pohukaina Street, or in the Makai Garage at the corner of Punchbowl and Halekauwila Street. Hours of operation is from 7:00AM to 5:00PM. The court will validate your ticket. Jurors may also park in metered stalls near the courthouse. Do not feed the meters. If you receive a citation for expired metered parking, turn in your citation to the clerk, or mail it in the envelope the clerk has provided. Check for restrictions such as tow away and no parking zones. The court will not be held responsible for anyone who violates such parking restrictions. ***The court will not reimburse for any private lots, i.e. Restaurant Row.*** More information about parking will be provided on the day of your orientation.
- **District Court - Kauikaouli Hale (1111 Alakea St.)** Same as the First Circuit. Parking is also available in the municipal lots. Get a receipt from the parking attendant and submit the receipt to the court for a refund. The average cost of parking in the municipal lots indicated on the map above is about \$20.

JURY SERVICE REPORTING INFORMATION AND FREQUENTLY ASKED QUESTIONS

REPORTING INFORMATION

You are required to call the **Jury Information Line** or check the **Judiciary Website** after 5:00PM the evening before your scheduled date to find out the time you will need to report. Please refer to your **Participant Number**, which can be found on the first page of your summons.

- **Jury Information Line (808-539-4363)** is a recorded message; follow the prompts as instructed. If you are required to report, you will be given a time. If the date does not agree with your summons, you have been rescheduled to a NEW date and will need to check again after 5:00PM on the evening before your new date for further instructions. If your service date is the same but no time is given, you have been scheduled to report in the afternoon and will need to check again after 10:30AM on the morning of your service date for final instructions.
- **Judiciary Website** (www.courts.state.hi.us): Click on **"Get Jury Information (eJuror)"** on the left side of the screen, click **"Reporting Date and Time"** on the right side of the screen and read the jury duty login information. Scroll to the bottom of the page and click **"Proceed to Login"**. Follow the instructions, then click **"Current Status"** on the left side of the screen. If you need to report, a time will be given. If the date does not agree with your summons, you have been rescheduled to a NEW date and you will need to check again after 5:00PM on the evening before your new date provided on the website. If your service date is the same but no time is given, you have been scheduled to report in the afternoon and will need to check again after 10:30AM on the morning of your service date for final instructions.

NOTE: If you sent in a request to be excused and your request was denied, you will hear the date you must show up at court. If you are instructed to report, bring your summons with you. **If you appear on the wrong day or at the wrong time, you will not be reimbursed for any travel or other expenses.**

FREQUENTLY ASKED QUESTIONS

~ **Where can I find information about jury service?** General information about jury service for the Hawai'i state courts can be found on the internet at www.courts.state.hi.us. Click on **"Get Jury Information (eJuror)"** on the left side of the screen. If you cannot access eJuror, you may need to enable cookies in your browser. Use a search engine to research this topic (e.g. enable cookies internet explorer) if you need detailed instructions for your particular browser. You may also call the Jury Information Line at (808) 539-4363, press 2 for "jury information frequently asked questions".

~ **Why do I have to serve?** Under the federal and state constitutions, persons charged with serious crimes have the right to a jury trial. Additionally, the constitution provides the right to a jury trial to all parties in certain civil cases. A jury must be made up of persons who are randomly selected from a cross section of the population.

~ **Who is qualified to serve on a jury?** Any person who: a) is a United States citizen (a person born or naturalized in the U.S.); b) is a resident of the State of Hawai'i; c) is a resident of the circuit (a circuit is similar to the county in which you reside); d) is 18 years or over; e) is able to read, speak and understand the English language; f) has not been convicted of a felony in the state or federal court.

~ **How much and when do I get paid?** You will receive \$30 for each day of jury service plus round-trip mileage at 33 cents per mile from your home to the courts or round-trip bus fare. Checks will be mailed approximately 4 or 5 weeks after a jury pay period ends. The payroll cycle closes on the 15th and last day of each month.

~ **Who can be excused (exempt) from jury service?** Anyone who wishes to be excused from jury duty *must make a request to the court in writing*. You may also ask to be exempt from jury service if you are an elected official who is being asked to serve during the legislative sessions; are a judge; are a practicing physician or dentist; are a member of the United States armed forces *and* deployed out-of-state; are an active member of the police, fire or emergency medical services; are 80 years of age or older. These exemptions are *optional and may require documentation*.

You may ask to be postponed or excused from jury service if you are:

- traveling (submit a copy of your itinerary);
- the primary care-giver to someone who is incapacitated and requires *24 hour care* (a doctor's certificate stating you are the person providing this service is required; *does not apply to care home operators*);
- a student attending college out-of-state (copy of student ID or letter from attending college is required);
- no longer a resident of Oahu (verification of new residency is required);
- a *stay-at-home* parent providing care for your children under the age of 5 (copy of their birth certificate is required); or
- a person with a disability or medical condition that will prohibit you from serving as a juror (physician's or physician assistant's certificate stating: 1) how your disability or condition will prohibit you from serving as a juror; 2) if you need reasonable accommodations due to your disability or condition; and 3) if your condition is temporary, the anticipated length of your disability or condition is required).

Submit your requests to the Jury Pool Office, 777 Punchbowl Street, Honolulu, HI 96813 at least two (2) weeks prior to your appearance date. You may also fax your requests to (808) 539-4370. Please include a copy of your summons and provide a telephone number along with your request.

~ **What should I do if I need special accommodations?** If you need special accommodations, such as sight interpreter, hearing amplification, or special seating, please contact the Jury Staff (808) 539-4360 at least 10 working days before the court reporting date. Please contact the Jury Staff and let them know what type of assistance you will need. If you cannot be reasonably accommodated, you may ask to be excused by providing copies of documents verifying your condition.

~ **Can women who are currently breast-feeding their children be excused from jury service?**

Yes, breast-feeding mothers should call the Jury Pool Office at 539-4360 for instructions on how to be excused from Jury Service. Should breast-feeding mothers wish to serve, an accommodation will be made for expressing milk.

~ **What are the Court rules on what to wear?** Please dress appropriately. No shorts, slippers or tank tops. Because many courtrooms are cold, you might want to bring a jacket or sweater. While the courtrooms are cold, the common areas (hallways and atrium) are not air-conditioned.

~ **Can I be fired if I don't show up for work because I have jury duty?** Hawai'i Revised Statutes section 612-25 prohibits employers from firing employees because of jury duty. Pursuant to HRS section 612-25, an employee who has been fired because of jury duty may bring an action against the employer to recover lost wages and to be reinstated.

Summons for Jury Service

SHOULD

JURY POOL OFFICE
FIRST CIRCUIT COURT
THE JUDICIARY • STATE OF HAWAII
777 Punchbowl Street
Honolulu, Hawaii 96813-5093

