

Electronically Filed
Supreme Court
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SCRU-12-0000409

IN THE SUPREME COURT OF THE STATE OF HAWAI‘I

In the Matter of the
HAWAI‘I ELECTRONIC FILING & SERVICE RULES

ORDER AMENDING RULE 1 OF THE
HAWAI‘I ELECTRONIC FILING & SERVICE RULES

(By: Recktenwald, C.J., Nakayama, McKenna, Pollack, and Wilson, JJ.)

IT IS HEREBY ORDERED that Rule 1 the Hawai‘i Electronic Filing & Service Rules is amended, effective upon the filing of this order, deleting the individual paragraph numbers and reordering the definitions in alphabetical order, as follows (deleted material is bracketed and stricken; new material is underscored):

Rule 1. DEFINITIONS.

Approved Government Agency Partners means government agencies that the Judiciary determines are necessary for filing essential documents as non-parties in court cases.

~~[1.1.]~~ **Conventionally file** means the submission of paper documents and physical exhibits to the clerk for filing in the court record.

[1.2:] Conventional service means providing a paper document or printed copy of a document to a party, attorney, witness, or others as required by law or rule of court and submitting a certificate to the court attesting to the fact the paper document or printed copy of a document was so provided.

[1.3:] Document means pleading, motion, exhibit, order, judgment, notice, decree, or other form of written communication or memorialization whether prepared on paper or electronically, including electronic documents, electronic forms, electronic templates, and electronic reports.

[1.4:] Electronic filing means (1) the submission of documents by authorized JEFS Users for docketing and storage in JIMS and (2) the conversion and/or transmission of documents by JIMS Users directly into JIMS.

[1.5:] Electronic filing system means the electronic mechanisms by which documents are submitted through JEFS for docketing and storage in JIMS.

[1.6:] Electronic signature means the name of the attorney or self-represented party JEFS user, or a judge or justice, or a clerk of the court typed in the space usually reserved for a handwritten signature and preceded by "/s/," *see* Rule 5.1 of these rules; or for a judge or justice, the image of a handwritten signature, *see, e.g.*, Rule 36(e) of the Hawai'i Rules of Appellate Procedure.

[1.7:] JEFS means the Judiciary Electronic Filing System.

[1.8:] JEFS User means an individual with a valid JEFS login and password.

[1.9:] JIMS means the Judiciary Information Management System, the case management system developed by the Hawai'i Judiciary and implemented by the Hawai'i Supreme Court to record information and documents related to all cases filed in the courts of the State of Hawai'i.

[1.10:] Lead document means the document to which exhibits are attached.

[1.11:] Notice of electronic filing means the notification generated automatically upon the electronic filing of a document through JEFS or JIMS and noticed by e-mail to parties who are JEFS Users or who have consented to service by e-mail.

[1.12:] Original instrument means a document such as a deed, will, certificate, or the like that was produced on paper, parchment, or other non-electronic means of display, signed in ink, or sealed by wax, impression, or stamp.

[1.13:] PDF means Adobe Portable Document Format.

~~[1.14.]~~ **Record**, when used as a noun, means the information and documents maintained for each case, as set out in Rule 4 of the Hawai‘i Court Records Rules and relevant statutes.

~~[1.15.]~~ **Text-only entry** means a notation on the docket without a separate document attached.

~~[1.16.]~~ **Approved Government Agency Partners** means government agencies that the Judiciary determines are necessary for filing essential documents as non-parties in court cases.]

DATED: Honolulu, Hawai‘i, May 10, 2019.

/s/ Mark E. Recktenwald

/s/ Paula A. Nakayama

/s/ Sabrina S. McKenna

/s/ Richard W. Pollack

/s/ Michael D. Wilson

