



THE JUDICIARY, STATE of HAWAII

This form is to request a new Judiciary Electronic Filing and Service System (JEFS) Firm, change an existing Firm name, and/or to designate the Firm's Organization Administrator(s). Each Firm should have at least one Organization Administrator and may decide that more than one is needed. The Firm should be entered in the Business/Org field to associate JEFS users who work for the same organization. We understand that once we are notified that our Firm is entered in JEFS, it is our staff's responsibility to update their JEFS account through Manage Profile by adding the Firm's name/code in the Business/Org field. We understand that the Organization Administrator will have authority to admit and reject JEFS accounts for their Firm.

Instructions: Complete this form and submit via email to: Helpdesk.Requests@courts.hawaii.gov. The email subject line should be either "Request for new JEFS Firm," "Request for new Organization Administrator," or something similar. An analyst from the Judiciary Information Management System (JIMS) support team will review your request and confirm if approved.

*Firm name (please type exactly as it should appear): _____

Firm mailing address (if new Firm): _____

Firm JEFS ID (if existing Firm): _____

*Organization Administrator first and last name: _____

The person must have an existing JEFS account: WEBU _____

Primary email address: _____

Phone contact: _____

*Organization Administrator first and last name (optional): _____

The person must have an existing JEFS account: WEBU _____

Primary email address: _____

Phone contact: _____

Certification by Supervisor

I certify that the above-named employee(s) require(s) user privileges as the Organization Administrator for the above-named Firm/Business/Organization.

Name of Supervisor: _____

Title or Position: _____

Primary email address: _____

Phone contact: _____

Date: _____