

How to Add Attorney to An Existing Case

10/29/19 vk

1. Click **Add** to add new party to case

The screenshot shows the 'eFiling - Existing Case' interface. At the top, it says 'You are filing in State of Hawaii Case: 10RC-19-0000353 - Eve Luk vs. Sally Rag'. Below this, there is a 'Case Information' section with 'Case ID: 10RC-19-0000353' and 'Eve Luk vs. Sally Rag'. Under 'Party Information', there is a note: 'Current parties to case are displayed below. You may add more as necessary.' A blue 'Add' button is circled in red. Below this, there are sections for 'Plaintiff Eve Luk' and 'Defendant Sally Rag', both with 'NO ADDRESS ON FILE' and 'NO CITY'. At the bottom, there is an 'Attorney Test Attorney1' with '1111 address'.

2. Search for Attorney, enter Name fields then click **Search**.

The screenshot shows the search interface. At the top, there are buttons for 'Search', 'Add', and 'Import Parties'. Below is a 'Search Criteria' dropdown. The 'Search Type' is set to 'Attorney'. There are input fields for 'First Name' and 'Last Name' (containing 'test'). There are also fields for 'Organization' and 'Bar ID'. A 'Search' button is circled in red. Below the search criteria, there is a 'Search Results' section with a table of results.

Name	Address	Party ID	Organization
Attorney 2 Test	NO ADDRESS ON FILE NO CITY HI	ATATTY2	

Below the table, there are dropdowns for 'Party Role*' and 'Trial Case Role', and a checkbox for 'Juvenile'. There are 'Assign', 'Cancel', and 'Return' buttons.

3. Click on the row with the Attorney Name. The Party Role should automatically populate as Attorney.

This screenshot is similar to the previous one, but the 'Party Role*' dropdown is now populated with 'ATY - Attorney'. A red arrow points to this dropdown. The 'Attorney 2 Test' row in the search results table is highlighted with a red arrow. Below the table, there are sections for 'Attorney For:' and 'Parties:'. The 'Parties:' section contains a table with columns for 'PartyID', 'Role', and 'Name'.

PartyID	Role	Name
@4478110	Plaintiff	Eve Luk
@4478111	Defendant	Sally Rag
@4478121	3rd Party Defendant	Emy Pua

At the bottom, there are 'Assign', 'Cancel', and 'Return' buttons.

- Select Parties for this new Attorney, if applicable, by clicking the green plus button next to the Plaintiff/Defendant/etc in the right column. The selection will then move the name to the left column. Then click **Assign**.

eFiling - Existing Case
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Search Criteria
 Search Type: Attorney Party Case id Business Government Agency Court Reporter
 First Name: Organization:
 Last Name: test Bar ID:
 Partial Search Phonetic Search

Search Results
 Please select a party to add
 Search results for criteria: Last Name: test

Name	Address	Party ID	Organization
Attorney 2 Test	NO ADDRESS ON FILE NO CITY, HI	ATATTY2	

Attorney 2 Test
 NO ADDRESS ON FILE
 NO CITY, HI 96813
 Email: atty2@gmail.com

Party Role*: ATY - Attorney
 Trial Case Role:
 Juvenile

Attorney For:				Parties:			
PartyID	Role	Name		PartyID	Role	Name	
@4478110	Plaintiff	Eve Luk	+	@4478111	Defendant	Sally Råg	+
				@4478121	3rd Party Defendant	Emy Pua	+

Buttons: Assign, Cancel, Return

- See message at bottom of screen to confirm that the attorney was successfully added. Then click **Return** to return to the previous screen.



- Finally, click **Submit**.

In Response To: None Filing Parties*: None

Docket For:
 Attach Document: Choose File No file chosen Upload File

Notes:
 Add Reset

Applicable Fees
 Please select ALL the applicable filing fees based on what you are filing today. You may select one or more fees. If any fees are found to be omitted, the court may assess additional filing fee(s) after your submission.
 Click [here](#) for the fee schedule.

Select Required Fee	Amount per Unit	Number of Units	Total Assessed	Fee Waiver Request	Notes	Remove
	\$0.00	0	\$0.00	<input type="checkbox"/>		-
	\$0.00	0	\$0.00	<input type="checkbox"/>		-
	\$0.00	0	\$0.00	<input type="checkbox"/>		-

Add Row

Owed By*:
 Grand Total: \$0.00

Buttons: Submit, Reset

- Receive confirmation that party change has been successfully submitted. Click **Close**.