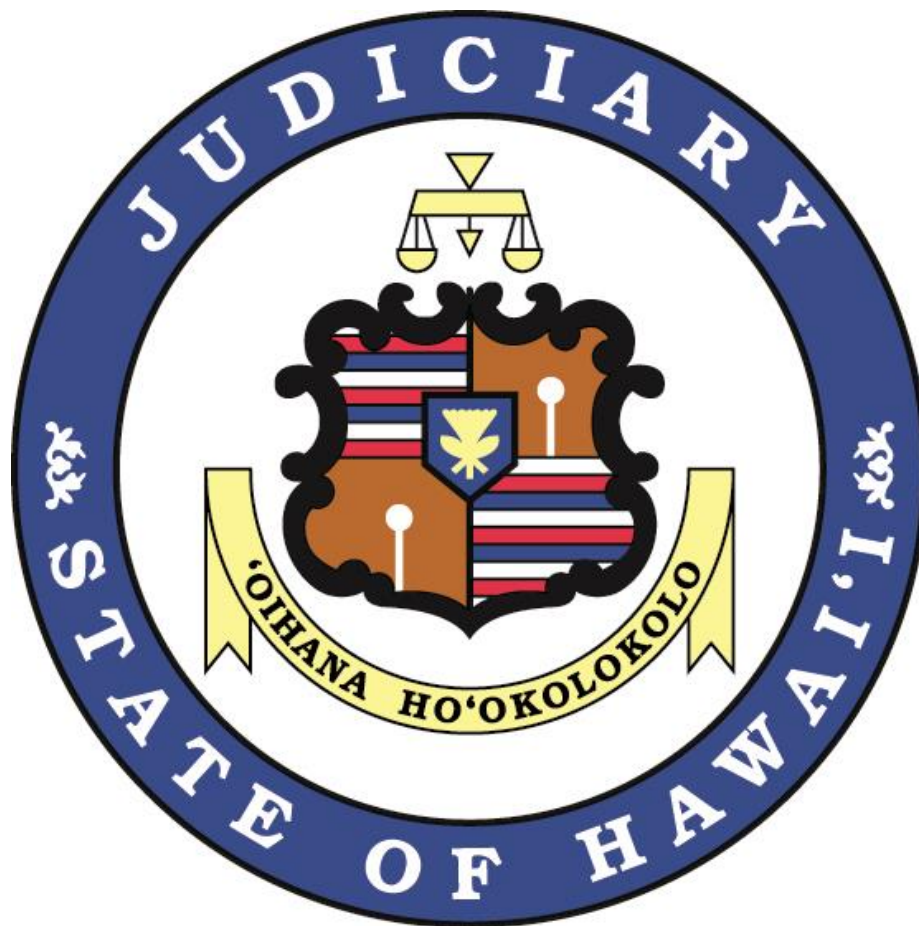


Second Circuit Court Judiciary Electronic Filing System (JEFS) Guide



Updated December 10, 2019

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Glossary of Terms

efile	Electronically file documents through JEFS.
FAQ	Frequently asked questions.
HEFSR	Hawai'i Electronic Filing and Service Rules.
Ho'ohiki	To be replaced by JIMS, Ho'ohiki is the Judiciary's database of limited civil case information from court records filed in the circuit, family, and district courts available to the public via the internet.
HRCF	Hawai'i Rules of Civil Procedure.
JEFS	Judiciary Electronic Filing System.
JEFS User	An individual with a valid JEFS login and password.
JIMS	Judiciary Information Management System -- the case management system developed by the Hawai'i Judiciary to record information and documents related to all cases filed in the courts in the State of Hawai'i.
NEF	Notice of electronic filing that is generated automatically when a document is filed electronically through JEFS or JIMS.
NOC	Notice of Correction.
NOCD	Notice of Court Date.
PDF	Adobe Portable Document Format.
RCCH	Rules of the Circuit Courts, State of Hawai'i.
"/s/"	A signature for efiled documents by JEFS Users (e.g., "/s/ Jane Lawyer").

Introduction

This guide contains general information and technical guidelines for electronic filing in the Judiciary's Electronic Filing System (JEFS) for civil cases filed in the Circuit and District Courts of the Second Circuit.

The guide was developed to provide JEFS Users with a source for practical information to ease the transition to JEFS. It is provided for the convenience of JEFS Users and should not be relied upon as a source of legal authority. Court filings are subject to court rules and this guide is not a substitute for the applicable court rules in any civil lawsuit.

The Judiciary has more detailed information and materials available on its website to assist JEFS Users, including FAQs and a JEFS User Manual. These materials can be located at <https://www.courts.state.hi.us/district-court-and-circuit-court-civil-court-cases-moving-to-jefs-this-fall>. There are also training videos online for new JEFS Users. We urge you to review these materials to ease the transition to electronic filing for civil cases.

The guide will be updated periodically. JEFS Users are encouraged to check the Judiciary's website for the most current version.

JIMS Civil Launch Dates

The launch of JIMS Civil and start of attorney e-filing in civil cases will begin on the following three dates:

For District Court Civil Cases: October 7, 2019:

Case Types include:

- Civil TROs
- Ignition Interlock
- Regular Claims
- Small Claims
- Special Proceedings - Post-Conviction Relief

For Circuit Court Civil Cases: October 28, 2019:

Case Types include:

- Circuit Court Civil
- Conservatorship & Guardianship
- Conservatorship Proceeding
- *Equity (all new cases will be filed as Trust cases)
- *Large Guardianship (all new cases will be filed as Conservatorship Proceeding cases)
- *Law (all new cases will be filed as Circuit Court Civil cases)
- Mechanic and Materialman's Lien
- Prisoner Rights
- Probate
- *Small Guardianship (all new cases will be filed as Conservatorship Proceeding cases)
- Special Proceeding
- Trust

*Documents associated to prior case types will remain status quo

For Land and Tax Cases: November 18, 2019:

Case Types include:

- Land
- Tax Appeal

Getting Started and Registration

Attorneys will be required to electronically file all documents relating to Circuit and District Court civil cases through JEFS.

To electronically file documents, attorneys must register online through the Judiciary's website. If you already have a JEFS User login and password for appellate or criminal cases, you may use your existing JEFS login/password to efile documents in civil cases and you do not need to re-register.

If you are not already a JEFS User, register online as follows:

1. Click "Efiling" from the Judiciary home page (<https://www.courts.state.hi.us>).
2. Click "Judiciary Electronic Filing and Service System (JEFS) Login Page."
3. You will be directed to the JEFS login page where you must click "Register for Access."
4. You then must submit the requested information to obtain your login and password.

There is no registration fee for JEFS.

Law firms may designate a JEFS Organization Administrator who will be able to: (1) approve and manage the attorney JEFS Users associated with the firm; (2) access all the documents for cases in which a member of the firm is a party; and (3) file documents on behalf of an attorney. To arrange for a JEFS Organization role, the firm should send their request to: dccrim.2dc@courts.hawaii.gov.

Technology Requirements

The Second Circuit makes the following technology equipment recommendations for attorneys who use JEFS to view and efile documents. If you or your information technology staff need more assistance, please **call the JIMS Help Line at (808) 244-2998** or email dccrim.2dc@courts.hawaii.gov

1. A personal computer that can support the following software and peripherals. (Required)
2. Operating System: Windows 7 or higher or Mac OS X or higher (Required).
3. An Internet connection and Web Browser (Required): Chrome 44, Firefox 43, IE11 or Safari 9 (Recommended)
4. An Email address per JEFS User (Required)
5. Monitor (Required) or two monitors (Recommended). A word processor (Required)/Microsoft Word (Recommended).
6. Adobe Acrobat Reader (Required) for reviewing court documents and Adobe Acrobat Standard or Pro DC for editing/converting documents (Recommended)
7. Scanner or Multi-Purpose Scanner/Copier/Printer (Recommended) which may be necessary to image and convert paper documents to electronic PDF format.

Ho'ohiki

Approximately one week prior to the launch of JEFS/JIMS, data entry into the Judiciary's existing case management system will be suspended and there will be a blackout period to prepare for the transition and migration of data to JIMS. Consequently, the data that will be viewable online in Ho'ohiki will represent a last snapshot of case information prior to the blackout period.

During the blackout period one week prior to launch, court documents may still be filed at the courthouse and hearing dates for motions can still be obtained in the usual manner. Please note that documents filed during the blackout period, newly scheduled court dates, minutes from hearings, etc., will not be viewable in Ho'ohiki.

After the launch of JIMS Civil:

- Court documents that have been conventionally filed at the courthouse during the blackout period will be docketed by court staff into JIMS as PDF documents.
- Information relating to court events such as minutes from court hearings during the blackout period, will be manually entered into JIMS by the court staff.
- It will take the court staff some time to complete this work from the blackout period. Therefore, your patience is greatly appreciated.

Once JIMS launches, information about civil cases filed in the Circuit and District

Courts will no longer be viewable online in Ho'ohiki.

JEFS Availability

JEFS is available every day, including holidays and weekends. The system is shut down for maintenance Monday through Saturday between midnight and 4 a.m. (HST). System maintenance is longer on Sundays, from 12:00 a.m. – noon.

Efiling may slow down prior to system maintenance at 12:00 a.m. This may relate to e-filing volume, network, and other technical variables outside of JEFS and could cause the e-filing submission to fail. To avoid this problem, JEFS Users should provide sufficient time to address technical issues prior to filing deadlines.

If JEFS is unavailable due to technical problems, JEFS Users should submit a paper document to the appropriate court clerk for lodging. If JEFS is unavailable due to natural or unforeseen circumstances that causes closure of the courts, filing deadlines may be extended by order of the Supreme Court as has happened in the past. JEFS Users should check the Judiciary website for special orders extending deadlines in the event of unanticipated court closures.

JEFS Users will be automatically logged out of the system after 60 minutes of inactivity.

Form of Documents

The first page of each efiled document must have at least a 3-inch top margin or a 3-inch-by-3-inch space in the top right corner to accommodate the electronic JIMS filing

stamp. The bottom margin must be at least an inch for the JIMS certification stamp.

If you have any questions about the form of efiled documents, please contact the JIMS Help Line at 244-2998 or email dccrim.2dc@courts.hawaii.gov.

Filing Fees

Attorneys may pay filing fees by credit card at the time of efilings by using the Hawai'i Information Consortium secure online credit card system. There is no additional fee for online payment by the Judiciary, however, there is a 2.6% processing fee assessed by HIC.

Attorneys may also opt to "Pay Later" at the courthouse or by mail. Payment must be made in cash (in person only), check, cashier's check, money order or credit card within 10 days of efilings. Checks should be made payable to "Clerk of the Court."

Under/over payments will be reviewed by court staff in the Legal Documents Branch (244-2969) or Estate and Probate (244-2939), as appropriate. If you have any questions about your fee assessment or under/over payments, please contact these offices directly.

Non-payment of Filing Fees

If a court filing fee is not paid within 10 days of efilings, the document will be stricken and a complaint may be dismissed.

Civil Information and Additional Claims Information Sheets

Any initial civil complaint filed pursuant to HRCP 3 must still be accompanied by a civil information sheet that is filed separately from the complaint. Any affirmative pleading filed after the initial complaint must also be accompanied by an additional claims information sheet and must be separately filed upon the filing of the affirmative pleading. If a case is transferred from district court to circuit court, the plaintiff must file a civil information sheet within 7 days after filing of the noticing of docketing.

Fillable civil information and additional claims information sheets in PDF format will be available on the Judiciary's website before the JIMS launch.

For further information, please refer to HRCP 3 and 3.1, recently amended for JEFS implementation.

PDF – Formatting, Bookmarks and the 10 MB limit

JEFS accepts document files in PDF format only. PDF documents may be created in several ways:

- In some versions of Microsoft Word, you may "save as" and select "PDF." In other versions of Word, you may select "Adobe PDF" on the toolbar and then select "Convert to PDF."
- In recent versions of WordPerfect, you may select "publish to PDF" from the File menu.

- Most copy machines now include software that allows you to scan the document to create a PDF document. Please refer to the manufacturer instructions.

JEFS will not accept PDF documents greater than 10MB. Content and formatting of the document may impact the overall file size in PDF format. For example,

- Documents signed with a “/s/” will be smaller in size than with an original or inked signature.
- Documents comprised of text only will be much smaller in file size than a document that contains graphics or color images.
- Resolution of scanned documents should be set no less than 200 dpi (dots per inch) and no greater than 300 dpi. Lower resolution scans will not print with sufficient quality and higher resolution scans will considerably increase file size.

Before efile, JEFS Users should view the file size and divide the document into separate PDF documents as needed. If the JEFS User has Adobe Acrobat Professional, PDF files can also be “optimized” to reduce file size.

Documents should be scanned using optical character recognition (OCR) when possible.

In addition to a numbered index, documents efiled with multiple sections should have assigned PDF bookmarks.

Documents Filed in Error

An attorney who efiles a document in the wrong case, efiles an incorrect version of a

document, adds the wrong party to the case, or files a document in error, should immediately call the **JIMS Help Line at 244-2998** or email dccrim.2dc@courts.hawaii.gov. Be prepared to provide the Case ID, the docket number, the description of the erroneous efile, and the efile date and time.

In some instances, the clerk is not allowed to change the entry without a court order. In such cases, the filing party will need to efile a motion to correct the record. The clerk’s corrective action, if allowed, will generate a Notice of Correction (NOC) that will be emailed to JEFS Users and sent by U.S. mail for non-JEFS Users.

Notice of Electronic Filing (NEF)

After a document is efile, JIMS sends a Notice of Electronic Filing (NEF) to parties on the case who are registered JEFS Users. The NEF will include the Case ID, Case Title, filing date and time, filing parties, document name, and a listing of the parties electronically served and not electronically served. The NEF is sent as follows:

- When attorneys and firm staff initiate a new case in JEFS, the initiator will receive the NEF. Case initiators should remember to add themselves as a party to the case to continue to receive all future NEF’s after case initiation.
- When a JEFS User efiles a document in an existing case.
- When court staff efiles a document and/or makes a docket entry in a case.
- A Notice of Court Date (NOCD) can be sent when a court event is scheduled by court staff.

Please note that a separate NEF will not be sent when a party is added to a case.

Signatures

JEFS Users shall sign documents by typing his or her name in the space usually reserved for a handwritten signature preceded by “/s/” (e.g., “/s/ Jane Lawyer”).

Obtaining Hearing Dates

The Second Circuit Court Civil parties will request hearing dates by phone call.

The procedure will be as follows:

1. The filing party shall call the appropriate court staff for a hearing date:
Courtroom #1 – 244-2955
Courtroom #2 – 244-2980
Courtroom #3 – 244-2860
Courtroom #4 – 244-2820
Wailuku District Court – 244-2846
Rural Courts – 661-0970, select 0
2. It is the filing party’s responsibility to fill in the assigned date, time, location of the hearing, and clerks initials (District Court only) before filing a motion in JEFS. Also, court rules require the hearing date, time, and assigned judge be included on the first page of the filed motion.
3. Upon receipt of the efiled Motion, the Motion date will be scheduled.
4. The filing party (and JEFS users) will receive a NEF.
5. The filing party must conventionally serve self-represented parties who are not JEFS Users.

6. Filing party to provide 2 courtesy copies to the Circuit Court (unless waived by the court). No courtesy copies are required for District Court.

Ex Parte Motions

CIRCUIT COURT

Attorneys should efile Ex Parte Motions together with the proposed order as one document entitled “Ex Parte Motion for _____”.

The procedure is as follows:

1. Filing party shall efile the Ex Parte motion together with the proposed order as one document. The document shall be titled “Ex Parte Motion for [fill-in]”.
2. The ex parte motion will be reviewed by the assigned judge and a separate order will be efiled by court staff granting or denying the ex parte motion. The Proposed Order for the judge’s signature, shall include the attorney caption.
3. Denied orders will be notated “Denied” and efiled by the division/court staff.
4. Orders granting will be efiled by the division/court staff.

DISTRICT COURT

Attorneys should efile Ex Parte Motions as a Proposed Document.

Docket Category

Docket Type

DOCUMENT

Proposed

Courtesy Copies

Circuit Court requires two paper, courtesy copies of all documents that relate to any request for court action to the court. This includes but is not limited to: motions, non-hearing motions, petitions, and any opposition to and reply in support thereof, as well as exhibits, declarations, and affidavits in any way related to the request for court action; settlement conference statements; trial briefs; and notices of appeal.

Courtesy copies of the following need not be delivered to the court: complaints and amended complaints, answers, appearances of counsel, certificates of service, entry of default, routine discovery (including designations and naming of witnesses, disclosures, answers to interrogatories and document requests, requests for admissions, expert reports, etc.), returns and acknowledgements of service.

For district courts statewide, no hard copy courtesy copies shall be required to be provided to the court.

Certified Copies of Court Documents

Certified copies of court documents filed in JEFS can be purchased from eCourt Kokua, the website through which the public may access court information online. An electronic certification will appear in red on the bottom on the first page of the document.

Alternatively, certified copies of court documents may be purchased at the

courthouse. Conventionally certified copies will contain the traditional embossed seal.

Proposed Orders, Decrees and Judgments

Proposed orders, decrees and judgments should be filed with a cover sheet as the first page (e.g., Proposed Order Denying Motion to Dismiss) as required by HEFSR 9.1.

Please do not file proposed orders, etc. unless you have first attempted to secure or have secured approval as to form from all other parties as required by RCCH 23(a).

If a proposed order, decree, or judgment is not approved as to form within the time specified in RCCH 23(b) or is disputed, then you may file a Notice of Submission with the proposed order, etc. as set forth in RCCH 23(b). Objections to the form of a proposed order should be filed within the time specified in RCCH 23(b) along with the objecting party’s counter-proposed order, decree, or judgment. The following docket codes should be used when filing proposed orders, etc.:

For disputed orders, the party shall efile a Notice of Submission with the proposed order attached. The attorneys shall use the appropriate docket codes to efile proposed documents in JEFS:

CIRCUIT COURT

<u>Docket Category</u>	<u>Docket Type</u>
DOCUMENT	Notice of Submission
DOCUMENT	Proposed Order
DOCUMENT	Proposed Document

DISTRICT COURT

<u>Docket Category</u>	<u>Docket Type</u>
DOCUMENT	Proposed Judgment
DOCUMENT	Proposed

The court will review and sign proposed orders, decrees and judgments which will be filed by court staff. Prevailing parties are required to conventionally serve the self-represented parties and non-JEFS Users, along with the Notice of Entry.

Subpoenas and Summons

Upon request, registered attorney JEFS Users may obtain signed and sealed electronic PDF subpoena and summons forms from the Legal Documents Branch. The PDF subpoena and summons forms will not be accessible on the Judiciary’s internet website.

Self-represented parties must fill out subpoena and summons forms and present them to the Legal Documents Branch for a file stamp and seal.

Once a subpoena or summons is served, the return of service is either: (1) scanned and efiled by the JEFS User or (2) conventionally filed by the self-represented party at the Legal Documents Branch where it will be scanned and efiled into JIMS by the clerk.

With respect to HRCP 45(a) subpoenas, Legal Documents staff will provide hard copy, blank, signed and sealed subpoena forms to attorneys and self-represented parties who appear in person at the courthouse and request them from Legal Documents.

Parties will be required to file the first page of the subpoena/summons form at issuance and the second page after service.

Return of Service

Process Servers shall submit the completed Return of Service to the attorney for efileing.

Return of Service

Process Servers shall submit the completed Return of Service to the attorney for efileing.

Court Forms

Second Circuit forms can be accessed on the court forms webpage at:

District Court

https://www.courts.state.hi.us/self-help/courts/forms/maui/district_court_forms_for

Circuit Court

https://www.courts.state.hi.us/self-help/courts/forms/maui/circuit_court_forms_for

Enhancements

The Judiciary welcomes suggestions on how JEFS can be improved. Attorneys can call the Second Circuit Court JIMS help desk at (808)244-2998 or email their suggestions to dccrim.2dc@courts.hawaii.gov.

Contact Information/Support

General questions prior to the launch of JIMS Civil can be directed to the Second Circuit Court JIMS Help Line at 244-2998.

Individual civil circuit court divisions can be reached at their regular office phone numbers.

Specific questions about the Court Annexed Arbitration Program (244-2927), Estate and Probate (539-4399), and Land and Tax (244-2939) processes should be directed to those offices.

Individual Civil Circuit and District Court Divisions can be reached at their regular office [phone numbers](#). Each division also has its own email address for JIMS that attorneys may use for appropriate purposes.

Courtroom	Judge	Email	Telephone
1	Rhonda I.L. Loo	Courtroom1.2cc@courts.hawaii.gov	244-2955
2	Peter T. Cahill	Courtroom2.2cc@courts.hawaii.gov	244-2980
3		Courtroom3.2cc@courts.hawaii.gov	244-2860
4	Richard T. Bissen Jr.	Courtroom4.2cc@courts.hawaii.gov	244-2820
3C/3D Lahaina DC Molokai DC Lanai DC Hana DC	Kelsey T. Kawano Blaine J. Kobayashi Kirstin Hamman	Dccrim.2dc@courts.hawaii.gov	Wailuku 244-2846 Rural Courts 661-0970, Select 0

APPENDIX A: Statewide Location Codes for all Civil Cases

These are the statewide location codes used in JEFS/JIMS with the **Second Circuit Court** location code highlighted:

Court	Circuit	Location Code	Description
Circuit	1C - FIRST	HK	ALAKEA
Circuit	1C - FIRST	HP	PUNCHBOWL
Circuit	1C - FIRST	KK	KANE`OHE
Circuit	2C - SECOND	WA	WAILUKU DIVISION
Circuit	3C - THIRD	KN	KONA DIVISION
Circuit	3C - THIRD	SH	NORTH AND SOUTH HILO DIVISION
Circuit	5C - FIFTH	UM	LIHU`E DIVISION
District	1D - FIRST	EW	`EWA DIVISION
District	1D - FIRST	HN	HONOLULU DIVISION
District	1D - FIRST	KP	KANE`OHE DIVISION
District	1D - FIRST	WH	WAHIAWA DIVISION
District	1D - FIRST	WN	WAI`ANAE DIVISION
District	2D - SECOND	HA	HANA DIVISION
District	2D - SECOND	LH	LAHAINA DIVISION
District	2D - SECOND	LN	LANA`I DIVISION
District	2D - SECOND	ML	MOLOKA`I DIVISION
District	2D - SECOND	WA	WAILUKU DIVISION
District	3D - THIRD	HM	HAMAKUA DIVISION
District	3D - THIRD	KA	KA`U DIVISION
District	3D - THIRD	KN	KONA DIVISION
District	3D - THIRD	NH	NORTH HILO DIVISION
District	3D - THIRD	NK	NORTH KOHALA DIVISION
District	3D - THIRD	PN	PUNA DIVISION
District	3D - THIRD	SH	NORTH AND SOUTH HILO DIV
District	3D - THIRD	SK	SOUTH KOHALA DIVISION
District	5D - FIFTH	UM	LIHU`E DIVISION

APPENDIX B: Docket Code Listing for Circuit and District Court Civil Cases

This is the entire list of the document filing codes available in JEFS for Circuit and District Court Civil Cases:

DISTRICT COURT

Document Category	Document Type
Application	Application
	ExP-App for Relief of Cost;Ord
	Rqst Access Court Record-HCCR
Complaint	Amended Complaint;Money owed
	Complaint
	Complaint Amended
	Complaint and Summons
	Counterclaim
	Cross Claim
	Exempl Foreign Judgment
	Intervention
	Statement-Claim And Notice
Confidential Documents	Info Confidential Ntc - HCCR9
	Info Confidential Doc - HCCR9
Correspondence	Returned Mail
Counsel	Request for Attorney Fees and
	Withdrawal & Substi of Counsel
Document	Certificate
	Demand for Jury Trial
	Deposition
	Document
	Exhibit List
	Fee Exemption Form

Document – cont’d	List of Exhibits
	List of Witnesses
	Proposed
	Release of Garnishee
	Req for Audio-Video Recording
	Request for Transcript
	Satisfaction-Judgment
	Withdrawal
	Witness and Exhibit Lists
Event Status	Entry of Default
Judgment	Amended Judgment
	Judgment
	Judgment & Not Entry of Judg
	Judgment for Possession
	Judgment on Order Granting
	Proposed Judgment
Memorandum	Memo in Reply/Response to
	Memorandum
	Memorandum in Opposition
	Memorandum in Support of
Miscellaneous	Acknowledgment of Receipt
	Letter
	Return of Records/Exhibits
	Transcript of Proceedings
Motion	Ex Parte - Svc by Publication
	Ex Parte Ext for Def Judgmt
	Ex Parte Ext for Service
	Ex Parte Mot-Exam Judg Debtor

Motion – cont’d	Ex Parte Motion
	Ex Parte Motion/Petition
	Ex Parte-Issue Garnishee Sumns
	Mot -Default Judg/Summary Judg
	Motion for _____
	Mtn for Withdrawal/Sub of Cnsl
	Non-Hearing Motion
Notice	Amended Notice of Hearing
	Appeal fr Dec Dir of Cust Svcs
	Not W/drawal of Mtn Filed On
	Not-Chapter 13 Bankruptcy Peti
	Notice
	Notice of Dismissal - Partial
	Notice of Entry of Judgment
	Notice of Hearing
	Notice of Removal
	Notice of Setting
	Notice of Taking Deposition
	Notice-Appearance /Counsel
	Notice-Bankruptcy
	Notice-Dismissal w/Prejudice
	Notice-Dismissal w/o Prejudice
	Notice-Entry Judgment/Order
	Notice-Pendency of Action
Notice of Appeal	
Other Documents	Notice-Payment of Fees
	Other

Petition	Amended Petition
	Ex Parte Petition for TRO
	Ex Parte-Pet for Ign Interlock
	Pet. For Writ of Prohibition
	Petition for
	Petition-Post Convict Relief
Reports and Findings	Bankruptcy Status Rpt
	Status Report
Response	ANSWER TO COMPLAINT
	Answer; Addt'l Claims
Service	Acknowledgment of Service
	Affidavit of Mailing
	Affidavit of Publication
	Certificate of Mailing
	Certificate of Service
	Proof of Mailing
	Proof of Service by Mail
	Return of Service or Summons
	Service-Return/Acknowledgement
	Statement of Mailing
Statements	Position Statement
Stipulation	Stip Dis w/oPrej all Cla & Pty
	Stip Dism w/Prej all Cla & Pty
	Stip to Continue Case
	Stipulation to Dismiss
	Stipulation to
Subpoena	Subpoena
	Subpoena Duces Tecum

Supporting Documents	Affidavit
	Affidavit Filed
	Decla Jdg Cred Garnish Wages
	Declaration
	Disclosure of
	Errata Re:
	Summons

CIRCUIT

Document Category	Document Type
Application	App Approv Transf Settl Rights
	Application
	Ex Parte App-Depo Writ Interog
	Rqst Access Court Record-HCCR
Case Status	Remanded from Circuit Court
Complaint	Complaint
	Complaint Amended
	Complaint and Summons
	Counterclaim
	Cross Claim
	Exempl Foreign Judgment
Confidential Documents	Confidential Letter - HCCR9
	Info Confidential Ntc - HCCR9
	Info Confidential Doc - HCCR9
Counsel	Affid/Dec Re: Atty Fees, Cost
	Request for Attorney Fees and
	Withdrawal & Substi of Counsel
Document	Certificate
	Charge Under Oath
	Claim
	Creditor's Claim
	Demand for Jury Trial
	Deposition
	Deposition Desig of Depo of
	Document

Document – cont'd	Exhibit List
	Fee Exemption Form
	Final Naming of Witnesses
	HRS 667-17 Affirmation
	Prop Find Facts, Cncl of Law
	Proposed Document
	Proposed Jury Instructions
	Proposed Order
	Receipt
	Rel of Not of Penden of Action
	Release of Garnishee
	Release of Lien
	Req Wdwl of Exhs & Receipt
	Req for Audio-Video Recording
	Request for Transcript
	Satisfaction-Judgment
	Settlement Agreement
	Withdrawal
	Witness List
	Witness and Exhibit Lists
Written Request for Disclosure	
Event Status	Entry of Default
Judgment	Amended Judgment
	Judgment
	Judgment & Not Entry of Judg
Memorandum	Memo in Reply/Response to
	Memorandum

Memorandum – cont’d	Memorandum in Opposition
	Memorandum in Support of
	Memorandum of Pretrial
Miscellaneous	Change of Address
	Letter
	Return of Records/Exhibits
Motion	Ex Parte - Ext for PTS
	Ex Parte - Svc by Publication
	Ex Parte Ext for Def Judgmt
	Ex Parte Ext for Service
	Ex Parte Mot-Exam Judg Debtor
	Ex Parte Motion
	Ex Parte Motion/Petition
	Ex Parte-Iss out of state depo
	Ex Parte-Issue Garnishee Sumns
	Ex Parte-serv by Cert Mail
	Mot -Default Judg/Summary Judg
	Mot-Partial Summary Judgment
	Mot-for Confirmation of Sale
	Motion for Reconsideration
	Motion for Taxation of Costs
	Motion for
	Motion to Compel Discovery
	Motion to Continue
	Motion to Dismiss
	Motion to Proceed In Forma Pauperis
Motion to Quash	

Motion – cont’d	Motion to Set Aside
	Motion to Vacate
	Motion/Summary Judgment
	Mtn for Withdrawal/Sub of Cnsl
	Non-Hearing Motion
	Request
	Request for Default by Clerk
	Request to Exempt CAAP
	Request-Entry Default
	Request-Entry Default by Clerk
	Notice
Demand for Notice	
Not W/drawal of Mtn Filed On	
Not-Chapter 13 Bankruptcy Peti	
Notice	
Notice of Appeal	
Notice of Dismissal	
Notice of Dismissal - Partial	
Notice of Entry of Judgment	
Notice of Hearing	
Notice of Removal	
Notice of Setting	
Notice of Taking Deposition	
Notice-Appeal/Req Tr De Novo	
Notice-Appearance/Counsel	
Notice-Bankruptcy	
Notice-Dismissal w/Prejudice	

Notice – cont'd	Notice-Dismissal w/o Prejudice
	Notice-Entry Judgment/Order
	Notice-Lis Pendens
	Notice-Pendency of Action
	Notice-Resetting
	Notice-Submission
	Notice-Trial Setting
	Notice-Trial Setting Conf
	Waiver-Notice
ORD - Order	Free Standing Ord of Restituti
OTH - Other Documents	Official Receipt
	Other
	Satisfaction
PET - Petition	Amended Petition
	Ex Parte Pet to Renew Letters
	Ex Parte Petition
	Ex Parte Petition for TRO
	Pet-Det Good Faith Settlement
	Pet/Adm to Drug Court TIV
	Pet/Adm to Drug Court TV
	Petiti-Amend Trans/Number
	Petition for
	Petition-Post Convict Relief
	RPT - Reports and Findings
Commissioner's Report	
Status Report	

Response	ANSWER TO COMPLAINT
	Answer
	Answer & Disclosure
	Answer; Addt'l Claims
	Reply
	Response
Service	Acknowledgment of Receipt
	Acknowledgment of Service
	Affidavit of Mailing
	Affidavit of Publication
	Affidavit of Service
	Appear & Ack of Service
	Certificate of Mailing
	Certificate of Service
	Declaration Re: Attempt Svc
	Proof of Mailing
	Proof of Service by Mail
	Return of Service or Summons
	Service-Return/Acknowledgement
	Statement of Mailing
	Statement of Mailing; Exh 1&2
Statement of Mailing; Exh A&B	
Statements	Closing Statement
	Position Statement
	Pre Trial Statement
	Responsive Pretrial Statement
	Settlement Conf Statement

Statements – cont'd	Statement of Stipulations
	Stip Dis w/oPrej all Cla & Pty
	Stip Dism w/Prej all Cla & Pty
	Stip to Continue Case
	Stipul-Continue He/Order
	Stipulation to Dismiss
	Stipulation to
Subpoena	Subpoena
	Subpoena Duces Tecum
Supporting Documents	Acknowledgement of Authority
	Additional Claims Info Sheet
	Affidavit
	Affidavit Filed
	Affidavit of Attesting Witness
	Approval
	Approval & Joinder
	Attorney Affirmation
	Birth Certificate
	Cert Copy Last Will & Testamnt
	Certificate of Death
	Certified Record on Appeal
	Civil Information Sheet
	Decla Jdg Cred Garnish Wages
	Declaration
	Disclaimer
	Disclosure of
Distribution St & Acct of Comm	

Supporting Documents – cont'd	Errata Re:
	Exhibit
	Final Receipt
	Inventory
	Joinder
	Joinder and waiver of Notice
	Objections
	Suggestion of Death
	Summons
	Supp Cert Record on Appeal