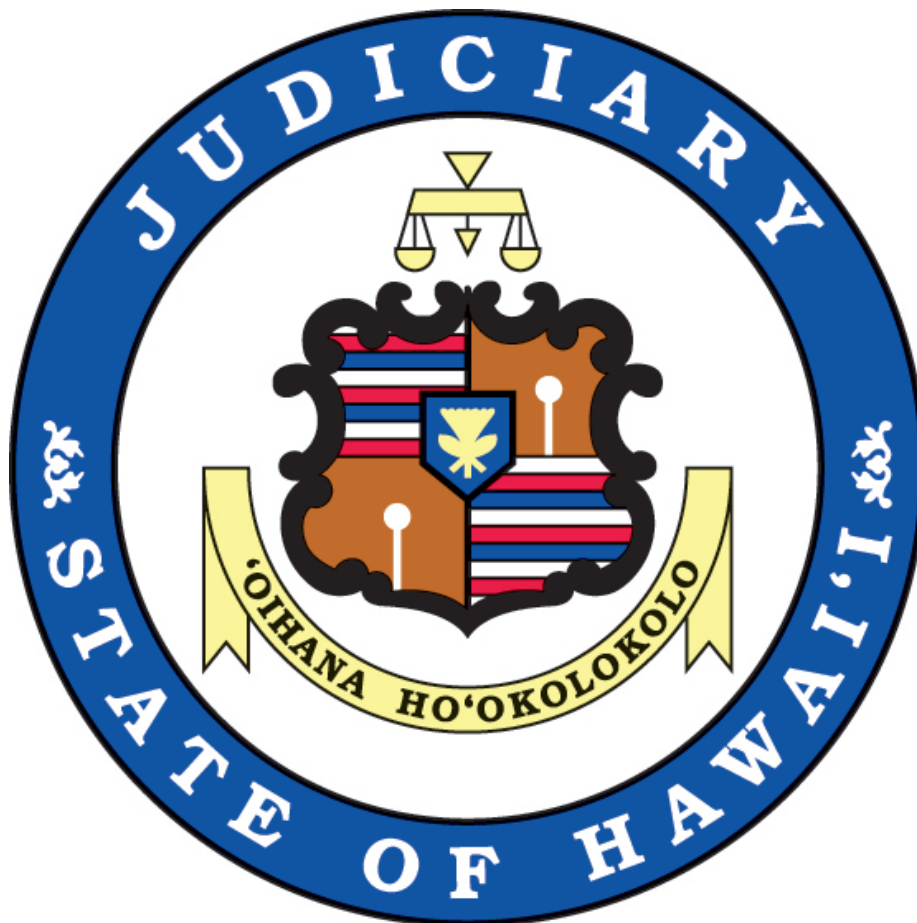


Circuit Court of the First Circuit Judiciary Electronic Filing System (JEFS) User Guide



Updated as of December 5, 2022

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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.
HRCP	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/" An electronic 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 Court of the First 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.

If you are a self-represented JEFS User, this guide may help you navigate JEFS. The guide is not legal advice. You should, whenever possible, conduct your own research or seek the advice of an attorney if you are involved in any court case.

The Judiciary has more detailed information and materials available on its website to assist JEFS Users, including FAQs, a JEFS User Manual, and training videos. These materials can be located on the Judiciary's Civil JEFS Info Page located at <https://www.courts.state.hi.us/civiljefsinfo>. 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.

Getting Started and Registration

The Judiciary will launch electronic filing statewide for civil cases in the circuit courts on **October 28, 2019**, except for land court and tax appeal cases which will launch on November 18, 2019.¹

Attorneys will be required to electronically file all documents relating to circuit 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: helpdesk.requests@courts.hawaii.gov.

Mandatory Attorney efilng Requirement

Attorneys will be required to efile all documents through JEFS effective October 28, 2019. Attorneys are strongly encouraged to register for JEFS and become familiar with the system well before the launch date.

Technical Requirements

The First Circuit makes the following technology equipment recommendations for JEFS. If you or your information technology staff need more assistance, please send an email to helpdesk.requests@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).

¹ Efilng for district court civil cases begins on October 7, 2019. Family court (non-criminal)

cases will launch at a later date to be determined by the Judiciary.

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.
- 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 may take 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 courts will no longer be viewable online in Ho‘ohiki.

Ho‘ohiki Data Freeze

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 conventionally 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:

- Court documents that have been conventionally filed at the courthouse during the blackout period will be docketed by court staff into JIMS.

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 efilings volume, network, and other technical variables outside of JEFS and could cause the efilings 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 Legal Documents Branch at (808)539-4300 before you efile any document.

Filing Fees

Attorneys may pay filing fees by credit card at the time of efilings by using the Hawai'i Information Consortium (HIC) 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 or money order 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 (539-4300) or Estate and Probate (539-4399), 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.

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. A message will pop up if the document exceeds the page limit and JEFS will not accept your document for filing. 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 e filing, 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 e filed with multiple sections should have assigned PDF bookmarks.

Documents Filed in Error

An attorney who e files a document in the wrong case, e files an incorrect version of a document, adds the wrong party to the case, or files a document in error, should immediately call the **Legal Documents Branch** for a new case, or the appropriate civil division for an already existing case. Be prepared to provide the Case ID, the docket number, the description of the erroneous e filing, and the e filing 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 e file 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.

Importance of Docket Codes When E filing Documents

When e filing a document, it is of critical importance that the filing party take great care to input the proper docket code that corresponds to the document being filed. Therefore, each filer must take the time to study and familiarize themselves with the many docket codes that are available. See Appendix B, *infra*. Using a generic docket code (e.g., MOT) instead of a specific docket code that was created for the specific document being filed (e.g., MR) could result in the document being suspended in limbo

without being directed to the correct presiding judge.

Notice of Electronic Filing (NEF)

After a document is efiled, JIMS automatically sends a Notice of Electronic Filing (NEF) by email 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 must 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) will 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 for Motions

A filing party must obtain a hearing date *before* efiled any hearing motion. Except for cases filed in probate court² and foreclosure cases assigned to Judge Castagnetti, the following process should be followed in the Circuit Court of the First Circuit to obtain a hearing date:

1. For scheduling purposes, you must first send an email to the assigned court civil division to request a hearing date. The email must specify the case name and number, the title of the motion to be filed, and attach a PDF version of the motion (preferably without exhibits to reduce file size).
2. The assigned civil division will schedule the event and generate a Notice of Court Date (NOCD) in JIMS that will include the date, time, place (division) and type of event scheduled (e.g., Hearing on Motion).
3. JEFS Users will receive the NOCD and corresponding NEF. The NOCD will specify the parties that require conventional service.
4. Upon receipt of the NOCD, the filing party must then complete the Notice of Hearing attached to the Motion with the scheduled date, time, and location of the hearing and will also note the

² Guidelines for probate court, including information on obtaining hearing dates for petitions, are set forth in Appendix C.

date, time and judge assigned on the first page of the motion as required by Rule 7.2 of the Circuit Court Rules.

5. Once the hearing date, time and location information are completed on the Notice of Hearing attached to the Motion and also on the first page of the Motion, the filing party may then efile the motion.
6. The filing party must conventionally serve self-represented parties who are not JEFS Users.

For foreclosure cases assigned to Judge Castagnetti, the filing party shall follow the same process set forth above, but must request hearing dates via email from the legal documents branch, not from Judge Castagnetti's division. Also, please only include the first page of the motion containing the case name, case number, and title of the motion.

For probate cases assigned to Judge Browning, please refer to Appendix C (Probate Guidelines) and Appendix D (Docket Code Listing for Estate and Probate Cases).

Email addresses for the civil divisions and the legal documents branch in the Circuit Court of the First Circuit are set forth in Appendix A.

Please note that although a NOCD will be issued by the Court, court rules require every hearing motion to include a Notice of Hearing. It is the filing party's responsibility to fill in the assigned date, time and

location of the hearing before filing a motion in JEFS. Also, court rules require the hearing date, time and assigned judge must also be included on the first page of the filed motion.

Please also see below information regarding copies of motions for judges.

Ex Parte Motions

Attorneys should efile ex parte motions together with the proposed order as one document entitled, "Ex Parte Motion for _____."

The process is as follows:

1. The 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.
3. At the court's discretion, attorneys may be asked to efile the order granting an ex parte motion.

Courtesy Copies

Two courtesy copies of filed motions (hearing, non-hearing, and ex parte motions), responses or oppositions to motions, replies and documents relating to any motion (e.g., a joinder, statement of position, etc.) must be delivered to the chambers of the assigned judge promptly after filing. All exhibits attached to the

motion, opposition or response, or other document must be tabbed. These requirements are set forth in RCCH Rule 7.2(g)(6).

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.

Submission of Proposed Orders, Decrees and Judgments

Proposed orders, decrees and judgments should be filed with a cover sheet as the first page (e.g., Plaintiff John Doe's Proposed Order Denying Motion to Dismiss). 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.:

"NSUB"	Notice of Submission
"PROD"	Proposed Order
"PDOC"	Proposed Document
"PJDG"	Proposed Judgment

The court will review and sign proposed orders, decrees and judgments which will be filed by court staff. Unless an order or judgment requires a notice of entry, prevailing parties are required to conventionally serve unrepresented parties who are not registered JEFS Users.

For judgments or orders that require a notice of entry, the prevailing party should also prepare and file the notice of entry with the proposed order and/or judgment, and deliver to the assigned judge fully-addressed, stamped envelopes for service of non-JEFS Users and self-represented parties. Please make sure to include a cover sheet with the envelopes specifying the case name, civil number, and docket number, filing date and title of the proposed order or judgment.

The court clerk shall serve the notice of entry on unrepresented parties who are not JEFS Users as provided for in HRCF 5.

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 at Circuit Court or from the civil divisions. 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 at Circuit Court filing counter for a file stamp and seal.

Once a subpoena and 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 at Circuit Court 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.

Court Forms

First Circuit forms that were previously available on the Judiciary internet website will be modified for JEFS/JIMS use and can be accessed on the court forms webpage at https://www.courts.state.hi.us/self-help/courts/forms/oahu/circuit_court_forms.

Enhancements

The Judiciary welcomes suggestions on how JEFS can be improved. Between October 7 and November 29, 2019, attorneys can call the Statewide JIMS Civil help desk at (808)534-6644 or email their suggestions to helpdesk.requests@courts.hawaii.gov. Suggestions after November 29, 2019 may be made to the Legal Documents Branch at (808) 539-4300.

Contact Information/Support

General questions prior to the launch of JIMS Civil can be directed to the Circuit Court Legal Documents Branch at 539-4300. Between October 28 and November 29, 2019, attorneys can call the First Circuit Court JIMS Civil help desk at (808) 539-4257.

Individual civil circuit court divisions can be reached at their regular office [phone numbers](#).

Specific questions about the Court Annexed Arbitration Program (534-6000), Estate and Probate (539-4399), and Land and Tax (539-4777) processes should be directed to those offices.

APPENDIX A: Division Emails for Hearing Dates

Division #	Judge	Email
4	John M. Tonaki	4thdivision.1cc@courts.hawaii.gov
6	Jeffrey P. Crabtree	6thdivision.1cc@courts.hawaii.gov
7	Dean E. Ochiai	7thdivision.1cc@courts.hawaii.gov
8	Kevin T. Morikone ¹	8thdivision.1cc@courts.hawaii.gov
9	Lisa W. Cataldo	9thdivision.1cc@courts.hawaii.gov
10	James H. Ashford	10thdivision.1cc@courts.hawaii.gov
14	Gary W.B. Chang	14thdivision.1cc@courts.hawaii.gov

** For foreclosure cases assigned to Judge Castagnetti, please email all requests for a hearing date to the **Legal Documents Branch at LDB1Fore.1cc@courts.hawaii.gov**.

¹ Effective December 1, 2022, all civil cases previously assigned to the Honorable James C. McWhinnie (who was temporarily assigned to the 21st Division upon the retirement of Judge Bert I. Ayabe) shall be transferred and reassigned to the Honorable Kevin T. Morikone (8th division). Amended Supplemental Order of Assignment, SCMF-11-0000100 (Nov. 30, 2022; Dkt No. 327).

APPENDIX B: Docket Code Listing for Circuit Court Civil Cases

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

667	HRS 667-17 Affirmation
9INF	Info Confidential Ntc - HCCR9
9INFC	Info Confidential Doc - HCCR9
9LTR	Confidential Letter - HCCR9
AAD	Answer & Disclosure
AATS	App Approv Transf Settl Rights
AAW	Affidavit of Attesting Witness
ACA	Acknowledgement of Authority
ACIS	Additional Claims Info Sheet
ACKRT	Acknowledgment of Receipt
ADFC	Affid/Dec Re: Atty Fees, Cost
AF	Affidavit
AFF	Affidavit Filed
AFOS	Affidavit of Service
AMJUD	Amended Judgment
AMPET	Amended Petition
ANCMP	ANSWER TO COMPLAINT
ANH	Amended Notice of Hearing
ANSCL	Answer; Addt'l Claims
ANSW	Answer
AOM	Affidavit of Mailing
AOP	Affidavit of Publication
APJO	Approval & Joinder
APP	Application
APR	Approval
AS	Acknowledgment of Service
ATA	Attorney Affirmation
AWS	Appear & Ack of Service
BC	Birth Certificate
BKSR	Bankruptcy Status Rpt
CAMD	Complaint Amended
CCL	Creditor's Claim
CCLAI	Counterclaim
CCR	Remanded from Circuit Court
CCWIL	Cert Copy Last Will & Testamnt

CD	Certificate of Death
CERT	Certificate
CIS	Civil Information Sheet
CLA	Claim
CM	Certificate of Mailing
CMP	Complaint
CMPS	Complaint and Summons
COA	Change of Address
COATH	Charge Under Oath
COMR	Commissioner's Report
CONST	Consent
CROA	Certified Record on Appeal
CS	Certificate of Service
CST	Closing Statement
DEC	Declaration
DECAS	Declaration Re: Attempt Svc
DEDE	Deposition Desig of Depo of
DEPO	Deposition
DFN	Demand for Notice
DISC	Disclosure of
DISCL	Disclaimer
DISM	Notice of Dismissal
DJCGW	Decla Jdg Cred Garnish Wages
DJT	Demand for Jury Trial
DOC	Document
DST	Distribution St & Acct of Comm
EFJ	Exempl Foreign Judgment
EL	Exhibit List
EMOE	Ex Parte Mot-Exam Judg Debtor
EOD	Entry of Default
EPIC	Ex Parte-Iss out of state depo
EPP	Ex Parte Petition
EPPRL	Ex Parte Pet to Renew Letters
EPSUM	Ex Parte-serv by Cert Mail
EPTR	Ex Parte Petition for TRO
ERRAT	Errata Re:
ETD	Ex Parte App-Depo Writ Interog
EX28	Ex Parte Ext for Service
EX29	Ex Parte Ext for Def Judgmnt
EXH	Exhibit
EXPM	Ex Parte Motion

EXPMP	Ex Parte Motion/Petition
EXPTS	Ex Parte - Ext for PTS
EXPUB	Ex Parte - Svc by Publication
EXREQ	Request for Default by Clerk
FE	Fee Exemption Form
FNW	Final Naming of Witnesses
FR	Final Receipt
FSO	Free Standing Ord of Restituti
IFP	Request for In Forma Pauperis
IN	Inventory
JDG	Judgment
JNEOJ	Judgment & Not Entry of Judg
JOIN	Joinder
JOW	Joinder and waiver of Notice
LT	Letter
MCON	Motion to Continue
MD	Motion to Dismiss
MDJ	Mot -Default Judg/Summary Judg
MEMO	Memorandum
MEO	Memorandum in Opposition
MEP	Memorandum of Pretrial
MER	Memo in Reply/Response to
MES	Memorandum in Support of
MIGS	Ex Parte-Issue Garnishee Sumns
MOT	Motion for
MPSJ	Mot-Partial Summary Judgment
MQSH	Motion to Quash
MR	Motion for Reconsideration
MSA	Motion to Set Aside
MSALE	Mot-for Confirmation of Sale
MSJ	Motion/Summary Judgment
MTAX	Motion for Taxation of Costs
MTCD	Motion to Compel Discovery
MTWC	Mtn for Withdrawal/Sub of Cnsl
MVAC	Motion to Vacate
NA	Notice of Appeal
NAPP	Notice-Appearance /Counsel
NBR	Notice-Bankruptcy
NBR13	Not-Chapter 13 Bankruptcy Peti
NDO	Notice-Dismissal w/o Prejudice
NDW	Notice-Dismissal w/Prejudice

NEJ	Notice of Entry of Judgment
NEJO	Notice-Entry Judgment/Order
NHM	Non-Hearing Motion
NLP	Notice-Lis Pendens
NOAT	Notice-Appeal/Req Tr De Novo
NOH	Notice of Hearing
NOPD	Notice of Dismissal - Partial
NOR	Notice-Resetting
NPA	Notice-Pendency of Action
NREMV	Notice of Removal
NSET	Notice of Setting
NSUB	Notice-Submission
NTCE	Notice
NTDEP	Notice of Taking Deposition
NTS	Notice-Trial Setting
NTSC	Notice-Trial Setting Conf
NWDL	Not W/drawal of Mtn Filed On
OBJ	Objections
OR	Official Receipt
OT	Other
PDC4	Pet/Adm to Drug Court TIV
PDC5	Pet/Adm to Drug Court TV
PDOC	Proposed Document
PET	Petition for
PFOF	Prop Find Facts, Cncl of Law
PGF	Pet-Det Good Faith Settlement
PJI	Proposed Jury Instructions
PMAIL	Proof of Mailing
PORD	Proposed Order
PPCR	Petition-Post Convict Relief
PRE	Request to Exempt CAAP
PSERV	Proof of Service by Mail
PSTMT	Position Statement
PTCT	Petiti-Amend Trans/Number
PTS	Pre Trial Statement
RACR	Rqst Access Court Record-HCCR
RAFEE	Request for Attorney Fees and
RAS	Service-Return/Acknowledgement
RAV	Req for Audio-Video Recording
RE	Return of Records/Exhibits
REC	Receipt

RED	Request-Entry Default
REDEF	Request-Entry Default by Clerk
REPLY	Reply
REQ	Request
RESP	Response
RG	Release of Garnishee
RLIEN	Release of Lien
RNPA	Rel of Not of Penden of Action
ROS	Return of Service
RPTS	Responsive Pretrial Statement
RT	Request for Transcript
SATIS	Satisfaction
SCH	Stipul-Continue He/Order
SCON	Stip to Continue Case
SCROA	Supp Cert Record on Appeal
SCST	Settlement Conf Statement
SDT	Subpoena Duces Tecum
SETTA	Settlement Agreement
SFDW	Stip Dism w/Prej all Cla & Pty
SFDWO	Stip Dis w/oPrej all Cla & Pty
SJD	Satisfaction-Judgment
SM	Statement of Mailing
SM12	Statement of Mailing; Exh 1&2
SMAB	Statement of Mailing; Exh A&B
ST	Statement of
STDSM	Stipulation to Dismiss
STIP	Stipulation to
STR	Status Report
SUB	Subpoena
SUG	Suggestion of Death
SUMM	Summons
WDW	Withdrawal
WDWE	Req Wdwl of Exhs & Receipt
WEL	Witness and Exhibit Lists
WL	Witness List
WON	Waiver-Notice
WRD	Written Request for Disclosure
WSUB	Withdrawal & Substi of Counsel
XCL	Cross Claim

APPENDIX C: Probate Court Guidelines

Conventional Service Required for Non-JEFS Users

Because only JEFS users assigned as parties to a case receive NEFs, **the petitioning, applying, objecting, or prevailing party must conventionally serve efiled documents** (including, e.g., statements and letters efiled by the court) **on individuals entitled to service of process who are not JEFS users or who have not consented to electronic service.**⁴

Submission of Wills

Decedents' wills should be submitted in accordance with RCCH Rule 2(g). Where a presented will contains personal information as defined by HCRR Rule 2.19, the copy of the will submitted pursuant to RCCH Rule 2(g)(1) should redact the personal information.

Obtaining Hearing Dates for Petitions

Shortly after the petition and supporting documents are efiled, 2 file-marked copies of the petition, along with the proposed order setting date, time, and place of hearing (OSTPH) shall be delivered to the Estate & Probate Branch (EPB), which shall set the hearing and efile the OSTPH. 2 file-marked copies of the petition and OSTPH will subsequently be forwarded to the chambers of the probate judge by EPB.

⁴ Postage prepaid, addressed envelopes should also be submitted for documents

Hearing Petitions

Except for OSTPHs, 2 copies of all proposed documents for judge's signature (e.g., orders, judgments, stipulation and orders, etc.) should be submitted in paper form to the chambers of the probate judge.

Ex Parte Petitions

Note: Any ex parte petitions efiled directly through JEFS contrary to the steps below will be processed by the court without the opportunity for correction.

In line with existing process, the **unfiled** original of the ex parte petition, along with any supporting or proposed documents, should be submitted in paper form to EPB. A list of interested parties in the Microsoft Excel spreadsheet format described in the JEFS User Manual should be submitted to EstatesAndProbate.1CC@courts.hawaii.gov.

Should corrections be warranted, paper submissions will be returned with a pink sheet.

When ready for and prior to efilings, EPB will contact the submitting party for requisite filing fees.

Informal Applications

Shortly after the application and supporting documents are efiled, a file-marked copy of all efiled documents as well as the original of all proposed documents (e.g., statements of informal appointment of personal representative, acknowledgments of authority, letters of appointment, etc.) should be submitted in paper form to EPB.

required to be conventionally served by the clerk.

Courtesy Copies

A party who has efiled a document pertaining to a hearing, other than the initiating petition itself, shall deliver 2 file-marked paper copies of the document to the chambers of the probate judge in an expeditious manner. All exhibits attached to the document should be tabbed appropriately.

Obtaining Updated Letters

Requests for updated letters should be submitted to EPB in paper form and state:

- The name and contact information of the requesting party;
- The case name and number; and
- The number of copies requested.

Applicable fees will be payable at the time the request is presented.

Subpoenas

For uncontested cases or contested cases retained by the probate court, subpoenas proposed for issuance **should not be efiled**, but instead submitted in paper form to EPB as an original and 2 copies. The original and 1 certified copy of issued subpoenas will be returned to the submitting party. Once a subpoena is served and return of service is completed, the subpoena should either be (1) scanned and efiled by the JEFS User or (2) conventionally filed by the self-represented party at EPB and subsequently scanned and efiled into JIMS by the clerk.

For assigned contested cases, the procedures described under the “Subpoenas and Summons” section for civil cases should be followed.

APPENDIX D: Docket Code Listing For Probate Court Cases

This is the entire list of the document filing codes available in JEFS for cases before the probate court:

RA	Document
9INF	Info Confidential Ntc - HCCR9
9INFC	Info Confidential Doc - HCCR9
9LTR	Confidential Letter - HCCR9
AAD	Answer & Disclosure
AAW	Affidavit of Attesting Witness
ACA	Acknowledgement of Authority
ADFC	Affid/Dec Re: Atty Fees, Cost
AFF	Affidavit Filed
AIA	App Inf Appt Pr (w/o will)
AIAA	App Iss of Acknow of Authority
AIW	App Inf Prob Will-Inf Appt PR
AMPET	Amended Petition
ANH	Amended Notice of Hearing
AOA	Acceptance of Appointment
AOP	Affidavit of Publication
APJO	Approval & Joinder
APP	Application
APR	Approval
ARG	Annual Rpt of Guardian
ARW	Appr Req & Waiver of Notice
BC	Birth Certificate
BUDGT	Budget
CCL	Creditor's Claim
CCWIL	Cert Copy Last Will & Testamnt
CD	Certificate of Death
CNOTX	Cert re: No Est & Trnsfr Tx Due
COA	Change of Address
CONST	Consent
CS	Certificate of Service
CST	Closing Statement
CWILL	Copy of Will
DEC	Declaration
DEDE	Deposition Desig of Depo of
DEPO	Deposition

DFN	Demand for Notice
DISC	Disclosure of
DISCL	Disclaimer
DJT	Demand for Jury Trial
DOC	Document
EL	Exhibit List
EMEPP	Emergency Ex Parte Petition
EPFA	Ex Parte Approval Final Accts
EPIC	Ex Parte-Iss out of state depo
EPP	Ex Parte Petition
EPPRL	Ex Parte Pet to Renew Letters
EPSA	ExParte Seal Settlem Agreement
ERRAT	Errata Re:
ETD	Ex Parte App-Depo Writ Interog
EXH	Exhibit
EXPM	Ex Parte Motion
FLAG	Flag Sheet
FNW	Final Naming of Witnesses
FR	Final Receipt
IFP	Request for In Forma Pauperis
IN	Inventory
IPI	Informal Probate Info Sheet
JDG	Judgment
JOIN	Joinder
JOW	Joinder and waiver of Notice
LOA	Letters of Administration
LOGC	Letters of Conservtrshp & Grdshp
LOCON	Letters of Conservatorship
LOG	Letters of Guardianship
LSA	Letters Special Administration
LT	Letter
LTEST	Letters Testamentary
MD	Motion to Dismiss
MEO	Memorandum in Opposition
MER	Memo in Reply/Response to
MES	Memorandum in Support of
MIGS	Ex Parte-Issue Garnishee Sumns
MOT	Motion for
MR	Motion for Reconsideration
MSJ	Motion/Summary Judgment
NA	Notice of Appeal

NAPP	Notice-Appearence /Counsel
NOH	Notice of Hearing
NOM	Nomination
NPA	Notice-Pendency of Action
NTCE	Notice
NTDEP	Notice of Taking Deposition
OBJ	Objections
OR	Official Receipt
OT	Other
PACA	Petn for Allowance of Claim
PACSG	Petn-Appt Conservator&Guardian
PAIA	Petition - Adj Intest/Appt PR
PASA	Petition Appt of Sp Admin
PAST	Pet-Appt Successor Trustee
PDH	Petition - Determination Heirs
PDOC	Proposed Document
PET	Petition for
PJI	Proposed Jury Instructions
PMAIL	Proof of Mailing
PORD	Proposed Order
PPW	Petn-Probate Of/Representative
PSEVR	Proof of Service by Mail
PWC	Petition Withdraw as Counsel
RACR	Rqst Access Court Record-HCCR
RAS	Service-Return/Acknowledgement
REC	Receipt
RENUN	Renunciation
REQ	Request
RESP	Response
REXAP	Request to Excuse Appearance
RKK	Report-Kokua Kanawai
RMSTR	Report of Master
RNPA	Rel of Not of Penden of Action
RT	Request for Transcript
SCH	Stipul-Continue He/Order
SCON	Stip to Continue Case
SCROA	Supp Cert Record on Appeal
SCST	Settlement Conf Statement
SDT	Subpoena Duces Tecum
SETTA	Settlement Agreement
SIP	Statement/Interested Person

SIPR	Stmnt Intest Informal Appt PR
SIPW	Stmnt Infml Prob Will/Appt PR
SM	Statement of Mailing
SM12	Statement of Mailing; Exh 1&2
SMAB	Statement of Mailing; Exh A&B
STIP	Stipulation to
SUB	Subpoena
SUMM	Summons
SUP	Supplement
TRS	Trust Rgistration Statement
VEDTH	Verification of Death
WDW	Withdrawal
WDWE	Req Wdwl of Exhs & Receipt
WEL	Witness and Exhibit Lists
WILL	Will Deposit
WON	Waiver-Notice
WSUB	Withdrawal & Substi of Counsel

APPENDIX E: Docket Code Listing For Land and Tax Cases

This is the entire list of the document filing codes available in JEFS for Land and Tax Cases:

9INF	Info Confidential Ntc - HCCR9
9INFC	Info Confidential Doc - HCCR9
9LTR	Confidential Letter - HCCR9
AAW	Affidavit of Attesting Witness
ACA	Acknowledgement of Authority
ACKRT	Acknowledgment of Receipt
AFF	Affidavit Filed
AFOS	Affidavit of Service
AMJUD	Amended Judgment
AMPET	Amended Petition
ANCMP	ANSWER TO COMPLAINT
ANH	Amended Notice of Hearing
ANSW	Answer
AOM	Affidavit of Mailing
AOP	Affidavit of Publication
APJO	Approval & Joinder
APP	Application
AWS	Appear & Ack of Service
BC	Birth Certificate
BKSR	Bankruptcy Status Rpt
CAMD	Complaint Amended
CCLAI	Counterclaim
CD	Certificate of Death
CERT	Certificate
CIT	Citation
CM	Certificate of Mailing
CMP	Complaint
CMPS	Complaint and Summons
CNOTX	Cert re:No Est & Trnsfr Tx Due
COA	Change of Address
COMR	Commissioner's Report
CONST	Consent
CROA	Certified Record on Appeal
CS	Certificate of Service
DEC	Declaration
DECRE	Decree

DEPO	Deposition
DISCL	Disclaimer
DISM	Notice of Dismissal
DJT	Demand for Jury Trial
DOC	Document
EFJ	Exempl Foreign Judgment
EL	Exhibit List
EOD	Entry of Default
EPP	Ex Parte Petition
EPPRL	Ex Parte Pet to Renew Letters
ETD	Ex Parte App-Depo Writ Interog
EX28	Ex Parte Ext for Service
EX29	Ex Parte Ext for Def Judgmt
EXH	Exhibit
EXPM	Ex Parte Motion
EXPMP	Ex Parte Motion/Petition
EXPUB	Ex Parte - Svc by Publication
EXREQ	Request for Default by Clerk
FE	Fee Exemption Form
FNW	Final Naming of Witnesses
IFP	Request for In Forma Pauperis
JDG	Judgment
JNEOJ	Judgment & Not Entry of Judg
JOIN	Joinder
LCIS	Land Crt Info Sheet
LOA	Letters of Administration
LOGC	Letters of Conservtrshp & Grdshp
LOCON	Letters of Conservatorship
LOG	Letters of Guardianship
LSA	Letters Special Administration
LT	Letter
LTEST	Letters Testamentary
MCON	Motion to Continue
MD	Motion to Dismiss
MDJ	Mot -Default Judg/Summary Judg
MEMO	Memorandum
MEO	Memorandum in Opposition
MEP	Memorandum of Pretrial
MER	Memo in Reply/Response to
MES	Memorandum in Support of
MEXP	Motion to Expunge

MOT	Motion for
MPSJ	Mot-Partial Summary Judgment
MQSH	Motion to Quash
MR	Motion for Reconsideration
MSA	Motion to Set Aside
MSJ	Motion/Summary Judgment
MTAX	Motion for Taxation of Costs
MTCD	Motion to Compel Discovery
MTWC	Mtn for Withdrawal/Sub of Cnsl
MVAC	Motion to Vacate
NA	Notice of Appeal
NAPP	Notice-Appearence /Counsel
NBR	Notice-Bankruptcy
NBR13	Not-Chapter 13 Bankruptcy Peti
NDO	Notice-Dismissal w/o Prejudice
NDW	Notice-Dismissal W/Prejudice
NEJ	Notice of Entry of Judgment
NEJO	Notice-Entry Judgment/Order
NHM	Non-Hearing Motion
NLP	Notice-Lis Pendens
NOH	Notice of Hearing
NOR	Notice-Resetting
NPA	Notice-Pendency of Action
NSET	Notice of Setting
NSUB	Notice-Submission
NTCE	Notice
NTDEP	Notice of Taking Deposition
NTS	Notice-Trial Setting
NTSC	Notice-Trial Setting Conf
NWDL	Not W/drawal of Mtn Filed On
OR	Official Receipt
OT	Other
PDOC	Proposed Document
PET	Petition for
PFOF	Prop Find Facts, Cncl of Law
PMAIL	Proof of Mailing
PORD	Proposed Order
PRLTR	Petition to Renew Letters
PSERV	Proof of Service by Mail
PTCT	Petiti-Amend Trans/Number
RA	Document

RACR	Rqst Access Court Record-HCCR
RAFEE	Request for Attorney Fees and
RAS	Service-Return/Acknowledgement
RAV	Req for Audio-Video Recording
REC	Receipt
RED	Request-Entry Default
REDEF	Request-Entry Default by Clerk
RENUN	Renunciation
REPLY	Reply
REQ	Request
RESP	Response
RLIEN	Release of Lien
RNPA	Rel of Not of Penden of Action
ROS	Return of Service
RT	Request for Transcript
SCH	Stipul-Continue He/Order
SCON	Stip to Continue Case
SCROA	Supp Cert Record on Appeal
SCST	Settlement Conf Statement
SDT	Subpoena Duces Tecum
SETTA	Settlement Agreement
SFDW	Stip Dism w/Prej all Cla & Pty
SFDWO	Stip Dis w/oPrej all Cla & Pty
SJD	Satisfaction-Judgment
SJUDG	Stipulated Judgment
SM	Statement of Mailing
SM12	Statement of Mailing; Exh 1&2
SMAB	Statement of Mailing; Exh A&B
ST	Statement of
STDSM	Stipulation to Dismiss
STIP	Stipulation to
SUB	Subpoena
SUG	Suggestion of Death
SUP	Supplement
WDW	Withdrawal
WDWE	Req Wdwl of Exhs & Receipt
WEL	Witness and Exhibit Lists
WL	Witness List
WSUB	Withdrawal & Substi of Counsel