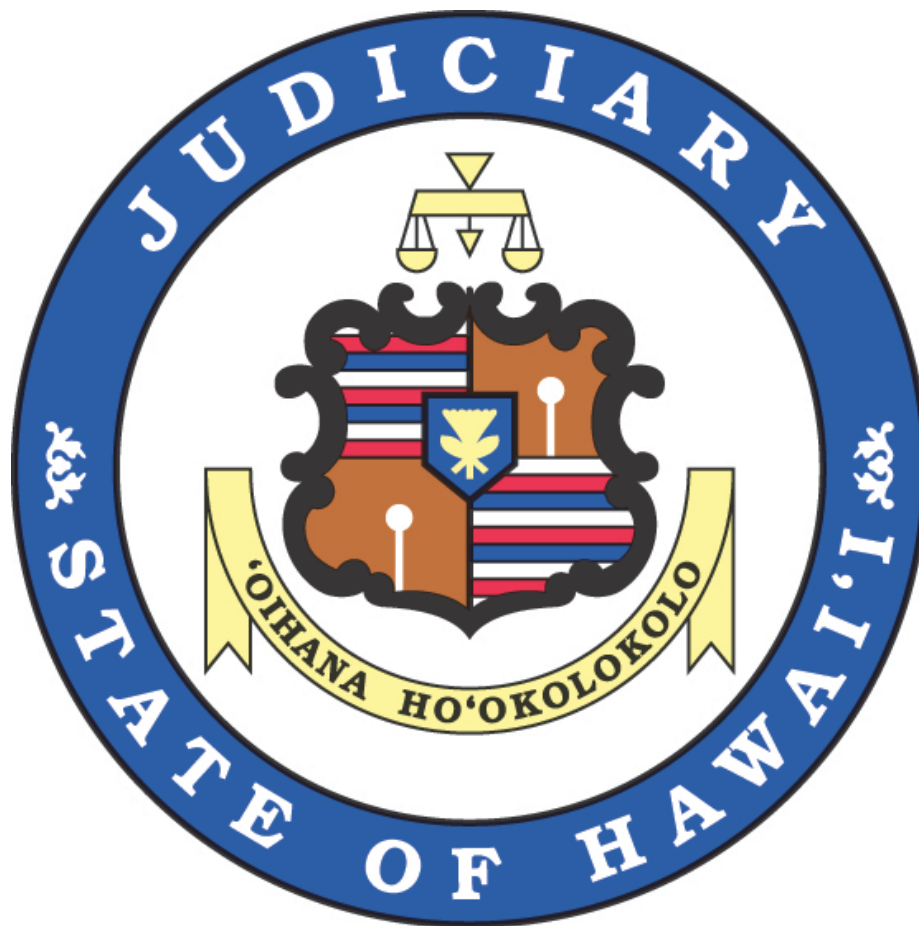


# Third Circuit Court Judiciary Electronic Filing System (JEFS) Guide



October 18, 2019

(updated September 2020, June 2021)

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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 Third 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: [helpdesk.requests@courts.hawaii.gov](mailto:helpdesk.requests@courts.hawaii.gov)

## Technology Requirements

All Circuits 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 contact [helpdesk.requests@courts.hawaii.gov](mailto:helpdesk.requests@courts.hawaii.gov). A personal computer that can support the following software and peripherals. (Required)

1. Operating System: Windows 7 or higher or Mac OS X or higher (Required).
2. An Internet connection and Web Browser (Required): Chrome 44, Firefox 43, IE11 or Safari 9 (Recommended)
3. An Email address per JEFS User (Required)
4. Monitor (Required) or two monitors (Recommended). A word processor (Required)/Microsoft Word (Recommended).
5. Adobe Acrobat Reader (Required) for reviewing court documents and Adobe Acrobat Standard or Pro DC for editing/converting documents (Recommended)
6. 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 circumstance 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 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 call the **Third Circuit Court at (808) 961-7400 for Hilo or (808) 322-8750 for Kona** or email: [CFC.3CC@courts.hawaii.gov](mailto:CFC.3CC@courts.hawaii.gov)

## Filing Fees

Attorneys may pay filing fees by credit card at the time of efiled 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 efiled. Checks should be made payable to "Clerk of the Court."

Under/over payments will be reviewed by court staff in the Legal Documents Branch in Hilo at (808)961-7400, in Kona at (808) 322-87850 or Estate and Probate (808)961-7650, 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 efiled, the document will be stricken and the claim or case may be dismissed.

## Civil Information and Additional Claims Information Sheets

Any initial civil complaint filed pursuant to HRCPC 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 available on the Judiciary's website before the JIMS launch.

For further information, please refer to HRCPC 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 efilings, 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 Third Circuit Court Legal Documents Branch at **(808) 961-7400 for Hilo** or **(808) 322-8750 for Kona**. Be prepared to provide the Case ID, the docket number, the description of the erroneous efilings, and the efilings date and time.

In some instances, the clerk is not allowed to change the entry without 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.

## Importance of Docket Codes When Efiling Documents

When efileing 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 efiler 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

## Notice of Electronic Filing (NEF)

After a document is efiled, 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 may use wet signatures or they may esign 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

A filing party must obtain a hearing date before efileing any hearing motion. In a civil case the Circuit and District Courts of the Third Circuit, filing parties shall obtain hearing dates by contacting the appropriate court staff at the following divisions/districts:

1. The filing party shall call the appropriate court staff for a hearing date:

Division #1 – (808) 961-7464 or email [1stDivisionSched.3CC@courts.hawaii.gov](mailto:1stDivisionSched.3CC@courts.hawaii.gov)

Division #2 – (808) 961-7454 or email [2ndDivisionSched.3CC@courts.hawaii.gov](mailto:2ndDivisionSched.3CC@courts.hawaii.gov)

Division #3 – (808) 443-2210 or email [3rdDivisionSched.3CC@courts.hawaii.gov](mailto:3rdDivisionSched.3CC@courts.hawaii.gov)

Division #4 – (808) 322-8755 or email [4thDivisionSched.3CC@courts.hawaii.gov](mailto:4thDivisionSched.3CC@courts.hawaii.gov)

North/South Hilo and Puna District Civil – (808) 961-7515

Kona District Civil – (808) 322-8703

North/South Kohala and Hamakua District Civil – (808) 443-2030

2. 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, Rule 7.2 of the Rules of Circuit Court requires below the title of the document on the first page to indicate:
  - (a) The title of the motion;
  - (b) The name of the judge;
  - (c) The hearing date and time, if applicable; and
  - (d) The trial date or "none" if a trial has not been set
3. The filing party must conventionally serve self-represented parties who are not JEFS Users.
4. Filing party to provide 2 courtesy copies to the Circuit Court (unless waived by the court). No courtesy copies are required for District Court.

## Motions to Intervene

Attorneys should efile Motions to Intervene together with a proposed Order as one document entitled "Motion for \_\_\_\_\_".

The procedure is as follows"

1. Attorney to add the intervening party or business via submit on existing case.
2. Attorney to upload document and select intervening party/business as filing party.
3. Attorney does not add him or herself until the court rules on the motion.
4. The motion will be reviewed by the assigned judge and the order will be efiled by the court staff granting or denying the motion. The proposed Order for judge's signature shall include the attorney caption at the top left corner of the first page.

## Ex Parte Motions

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. 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 at the top left corner of the first page.
2. Orders (granting or denying) will be efiled.

## Courtesy Copies

In Circuit Court cases, two courtesy copies of filed motion (hearing, non-hearing, and ex parte motion), 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).

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 Kooka, 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., 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.:

**CIRCUIT COURT**

“NSUB” = Notice of Submission

“PJDG” Proposed Judgment

“PORD” = Proposed Order

“PDOC” = Proposed Document

**DISTRICT COURT**

“PJDG” = Proposed Judgment

“PORD” = Proposed Order

“PROP” = Proposed

“PDOC” = Proposed Document

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.

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 parties who are not JEFS users or who have not consented to electronic service as provided for in HRCF Rule 5.

**Subpoenas and Summons and Return of Service**

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 or 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 HRCF 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 complete Return of Service to the attorney for e-filing.

## Court Forms

Third Circuit forms can be accessed on the court forms webpage or in person at:

### District Court

<https://www.courts.state.hi.us/self-help/courts/forms/hawaii/district-court-forms>

### Circuit Court

<https://www.courts.state.hi.us/self-help/courts/forms/hawaii/circuit-court-forms>

Hale Kaulike  
777 Kilauea Avenue  
Hilo, HI 95720

N/S Kohala & Hamakua  
67-5187 Kamamalu St  
Kamuela, HI 96743

Keahuolu Courthouse  
74-5451 Kamakaeha Avenue  
Kailua-Kona, HI 96740

## Enhancements

The Judiciary welcomes suggestions on how JEFS can be improved. Attorneys can call the Statewide JIMS Civil help desk at (808)534-6644 or email their suggestions to [helpdesk.requests@courts.hawaii.gov](mailto:helpdesk.requests@courts.hawaii.gov). Suggestions after November 29, 2019 may be made to the Legal Documents Branch at Third Circuit Court Hilo, 808-961-7400, Kona, 808-322-8750, or email [CFC.3CC@courts.hawaii.gov](mailto:CFC.3CC@courts.hawaii.gov)

## Contact Information/Support

General questions after the launch of JIMS Civil can be directed to the Third Circuit Court:

Ululani Johnasen, Third Circuit, Hilo, 808-961-7400, or email [CFC.3CC@courts.hawaii.gov](mailto:CFC.3CC@courts.hawaii.gov)

Or

Norine Lauro, Third Circuit, Kona, 808-322-8750, or email [CFC.3CC@courts.hawaii.gov](mailto:CFC.3CC@courts.hawaii.gov)

The Circuit and District divisions of the Third Circuit can be reached at:

Division #1 – (808) 961-7464 or email [1stDivisionSched.3CC@courts.hawaii.gov](mailto:1stDivisionSched.3CC@courts.hawaii.gov)

Division #2 – (808) 961-7454 or email [2ndDivisionSched.3CC@courts.hawaii.gov](mailto:2ndDivisionSched.3CC@courts.hawaii.gov)

Division #3 – (808) 443-2210 or email [3rdDivisionSched.3CC@courts.hawaii.gov](mailto:3rdDivisionSched.3CC@courts.hawaii.gov)

Division #4 – (808) 322-8755 or email [4thDivisionSched.3CC@courts.hawaii.gov](mailto:4thDivisionSched.3CC@courts.hawaii.gov)

North/South Hilo and Puna District Civil – (808) 961-7515

Kona District Civil – (808) 322-8703

North/South Kohala and Hamakua District Civil – (808) 443-2030

Specific questions relating to the Court Annexed Arbitration Program (808)961-7428, and Estate and Probate (808)961-7650 should be directly addressed to them.

## APPENDIX A: Statewide Location Codes for all Civil Cases

These are the statewide location codes used in JEFS/JIMS with the **Third 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	Third Circuit - 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:

### 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:

Civil JEFS Docket Code list with JEFS Category (sorted by Description)

Code	Description	JEFS Category
AOA	Acceptance of Appointment	SPT - Supporting Documents
ACA	Acknowledgement of Authority	SPT - Supporting Documents
ACKRT	Acknowledgment of Receipt	SVC - Service
AOR	Acknowledgment of Receipt	MSC - Miscellaneous
AS	Acknowledgment of Service	SVC - Service
ACIS	Additional Claims Info Sheet	SPT - Supporting Documents
ADFC	Affid/Dec Re: Atty Fees, Cost	COU - Counsel
AF	Affidavit	SPT - Supporting Documents
AFF	Affidavit Filed	SPT - Supporting Documents
AAW	Affidavit of Attesting Witness	SPT - Supporting Documents
AOM	Affidavit of Mailing	SVC - Service
AOP	Affidavit of Publication	SVC - Service
AFOS	Affidavit of Service	SVC - Service
ACAMO	Amended Complaint; Money owed	COM - Complaint
AMJUD	Amended Judgment	JDG - Judgment
ANOA	Amended Notice of Appeal	NOT - Notice
ANH	Amended Notice of Hearing	NOT - Notice
AMPET	Amended Petition	PET - Petition
ARG	Annual Rpt of Guardian	RPT - Reports and Findings
ANSW	Answer	RSP - Response
AAD	Answer & Disclosure	RSP - Response
ANCMP	ANSWER TO COMPLAINT	RSP - Response
ANSCL	Answer; Addt'l Claims	RSP - Response
AB	Answering Brief	SPT - Supporting Document
AATS	App Approv Transf Settl Rights	APP - Application
AIA	App Inf Appt Pr (w/o will)	APP - Application
AIW	App Inf Prob Will-Inf Appt PR	APP - Application
AIAA	App Iss of Acknow of Authority	APP - Application
APDEC	Appeal fr Dec Dir of Cust Svcs	NOT - Notice
AWS	Appear & Ack of Service	SVC - Service
APP	Application	APP - Application
ARW	Appr Req & Waiver of Notice	SPT - Supporting Documents



APR	Approval	SPT - Supporting Documents
APJO	Approval & Joinder	SPT - Supporting Documents
ATA	Attorney Affirmation	SPT - Supporting Documents
BKSR	Bankruptcy Status Rpt	RPT - Reports and Findings
BC	Birth Certificate	SPT - Supporting Documents
BUDGT	Budget	SPT - Supporting Documents
CCWIL	Cert Copy Last Will & Testamnt	SPT - Supporting Documents
CNOTX	Cert re:No Est & Trnsfr Tx Due	SPT - Supporting Documents
CERT	Certificate	DOC - Document
CD	Certificate of Death	SPT - Supporting Documents
CM	Certificate of Mailing	SVC - Service
CS	Certificate of Service	SVC - Service
CROA	Certified Record on Appeal	SPT - Supporting Documents
COA	Change of Address	MSC - Miscellaneous
COATH	Charge Under Oath	DOC - Document
CIT	Citation	PET - Petition
CIS	Civil Information Sheet	SPT - Supporting Documents
CLA	Claim	DOC - Document
CST	Closing Statement	STM - Statements
COMR	Commissioner's Report	RPT - Reports and Findings
CMP	Complaint	COM - Complaint
CAMD	Complaint Amended	COM - Complaint
CMPS	Complaint and Summons	COM - Complaint
9LTR	Confidential Letter - HCCR9	CNF - Confidential Documents
CONST	Consent	RSP - Response
CWILL	Copy of Will	SPT - Supporting Documents
CDROA	Counter Designation of ROA	SPT - Supporting Document
CCLAI	Counterclaim	COM - Complaint
CCL	Creditor's Claim	DOC - Document
XCL	Cross Claim	COM - Complaint
DJCGW	Decla Jdg Cred Garnish Wages	SPT - Supporting Documents
DEC	Declaration	SPT - Supporting Documents
DECAS	Declaration Re: Attempt Svc	SVC - Service
DECRE	Decree	SPT - Supporting Documents
DJT	Demand for Jury Trial	DOC - Document
DFN	Demand for Notice	NOT - Notice
DEPO	Deposition	DOC - Document
DEDE	Deposition Desig of Depo of	DOC - Document
DR	Designation of Record	SPT - Supporting Document
DISCL	Disclaimer	SPT - Supporting Documents
DISC	Disclosure of	SPT - Supporting Documents
DST	Distribution St & Acct of Comm	SPT - Supporting Documents
DOC	Document	DOC - Document
RA	Document	SPT - Supporting Documents
EMEPP	Emergency Ex Parte Petition	PET - Petition

EOD	Entry of Default	EVS - Event Status
ERRAT	Errata Re:	SPT - Supporting Documents
EXPTS	Ex Parte - Ext for PTS	MOT - Motion
EXPUB	Ex Parte - Svc by Publication	MOT - Motion
ETD	Ex Parte App-Depo Writ Interog	APP - Application
EPFA	Ex Parte Approval Final Accts	PET - Petition
EX29	Ex Parte Ext for Def Judgmt	MOT - Motion
EX28	Ex Parte Ext for Service	MOT - Motion
EMOE	Ex Parte Mot-Exam Judg Debtor	MOT - Motion
EXPM	Ex Parte Motion	MOT - Motion
EXPMP	Ex Parte Motion/Petition	MOT - Motion
EPPRL	Ex Parte Pet to Renew Letters	PET - Petition
EPP	Ex Parte Petition	PET - Petition
EPTRO	Ex Parte Petition for TRO	PET - Petition
EPIC	Ex Parte-Iss out of state depo	MOT - Motion
MIGS	Ex Parte-Issue Garnishee Sumns	MOT - Motion
EPIG	Ex Parte-Pet for Ign Interlock	PET - Petition
EPSUM	Ex Parte-serv by Cert Mail	MOT - Motion
EFJ	Exempl Foreign Judgment	COM - Complaint
EXH	Exhibit	SPT - Supporting Documents
EL	Exhibit List	DOC - Document
EPSA	ExParte Seal Settlem Agreement	PET - Petition
FE	Fee Exemption Form	DOC - Document
APPRC	Filing Fee Waiver Request	APP - Application
FNW	Final Naming of Witnesses	DOC - Document
FR	Final Receipt	SPT - Supporting Documents
FLAG	Flag Sheet	OTH - Other Documents
FSO	Free Standing Ord of Restituti	ORD - Order
667	HRS 667-17 Affirmation	DOC - document
9INFC	Info Confidential Doc - HCCR9	CNF - Confidential Documents
9INF	Info Confidential Ntc - HCCR9	CNF - Confidential Documents
IPI	Informal Probate Info Sheet	SPT - Supporting Documents
INTP	Intervention	COM - Complaint
IN	Inventory	SPT - Supporting Documents
JOIN	Joinder	SPT - Supporting Documents
JOW	Joinder and waiver of Notice	SPT - Supporting Documents
JDG	Judgment	JDG - Judgment
JNEOJ	Judgment & Not Entry of Judg	JDG - Judgment
JP	Judgment for Possession	JDG - Judgment
JONO	Judgment on Order Granting	JDG - Judgment
LCIS	Land Crt Info Sheet	SPT - Supporting Documents
LT	Letter	MSC - Miscellaneous
LOA	Letters of Administration	SPT - Supporting Documents
LOCON	Letters of Conservatorship	SPT - Supporting Documents
LOCG	Letters of Consvtrshp & Grdshp	SPT - Supporting Documents

LOG	Letters of Guardianship	SPT - Supporting Documents
LSA	Letters Special Administration	SPT - Supporting Documents
LTEST	Letters Testamentary	SPT - Supporting Documents
LE	List of Exhibits	DOC - Document
LW	List of Witnesses	DOC - Document
MER	Memo in Reply/Response to	MEM - Memorandum
MEMO	Memorandum	MEM - Memorandum
MEO	Memorandum in Opposition	MEM - Memorandum
MES	Memorandum in Support of	MEM - Memorandum
MEP	Memorandum of Pretrial	MEM - Memorandum
MDJ	Mot -Default Judg/Summary Judg	MOT - Motion
MSALE	Mot-for Confirmation of Sale	MOT - Motion
MOT	Motion for	MOT - Motion
MR	Motion for Reconsideration	MOT - Motion
MTAX	Motion for Taxation of Costs	MOT - Motion
MTCD	Motion to Compel Discovery	MOT - Motion
MCON	Motion to Continue	MOT - Motion
MD	Motion to Dismiss	MOT - Motion
MEXP	Motion to Expunge	MOT - Motion
MQSH	Motion to Quash	MOT - Motion
MSA	Motion to Set Aside	MOT - Motion
MVAC	Motion to Vacate	MOT - Motion
MSJ	Motion/Summary Judgment	MOT - Motion
MPSJ	Mot-Partial Summary Judgment	MOT - Motion
MTWC	Mtn for Withdrawal/Sub of Cnsl	MOT - Motion
NOM	Nomination	SPT - Supporting Documents
NHM	Non-Hearing Motion	MOT - Motion
NWDL	Not W/drawal of Mtn Filed On	NOT - Notice
NBR13	Not-Chapter 13 Bankruptcy Peti	NOT - Notice
NTCE	Notice	NOT - Notice
NA	Notice of Appeal	NOT - Notice
DISM	Notice of Dismissal	NOT - Notice
NOPD	Notice of Dismissal - Partial	NOT - Notice
NEJ	Notice of Entry of Judgment	NOT - Notice
NOH	Notice of Hearing	NOT - Notice
NREMV	Notice of Removal	NOT - Notice
NSET	Notice of Setting	NOT - Notice
NTDEP	Notice of Taking Deposition	NOT - Notice
NTXA	Notice of Tax Appeal	NOT - Notice
NOAT	Notice-Appeal/Req Tr De Novo	NOT - Notice
NAPP	Notice-Appearence /Counsel	NOT - Notice
NBR	Notice-Bankruptcy	NOT - Notice
NDO	Notice-Dismissal w/o Prejudice	NOT - Notice
NDW	Notice-Dismissal w/Prejudice	NOT - Notice
NEJO	Notice-Entry Judgment/Order	NOT - Notice

NLP	Notice-Lis Pendens	NOT - Notice
NPF	Notice-Payment of Fees	NOT - Notice
NPA	Notice-Pendency of Action	NOT - Notice
NOR	Notice-Resetting	NOT - Notice
NSUB	Notice-Submission	NOT - Notice
NTS	Notice-Trial Setting	NOT - Notice
NTSC	Notice-Trial Setting Conf	NOT - Notice
OBJ	Objections	SPT - Supporting Documents
OR	Official Receipt	OTH - Other Documents
OB	Opening Brief	SPT - Supporting Document
OCTRA	Ord for Cert and Trans of ROA	SPT - Supporting Document
OT	Other	OTH - Other Documents
PDC4	Pet/Adm to Drug Court TIV	PET - Petition
PDC5	Pet/Adm to Drug Court TV	PET - Petition
PAST	Pet-Appt Successor Trustee	PET - Petition
PGF	Pet-Det Good Faith Settlement	PET - Petition
PTCT	Petiti-Amend Trans/Number	PET - Petition
PAIA	Petition - Adj Intest/Appt PR	PET - Petition
PDH	Petition - Determination Heirs	PET - Petition
PASA	Petition Appt of Sp Admin	PET - Petition
PET	Petition for	PET - Petition
PRLTR	Petition to Renew Letters	PET - Petition
PWC	Petition Withdraw as Counsel	PET - Petition
PPCR	Petition-Post Convict Relief	PET - Petition
PACA	Petn for Allowance of Claim	PET - Petition
PACSG	Petn-Appt Conservator&Guardian	PET - Petition
PPW	Petn-Probate Of/Representative	PET - Petition
PSTMT	Position Statement	STM - Statements
PTS	Pre Trial Statement	STM - Statements
PMAIL	Proof of Mailing	SVC - Service
POSM	Proof of Service by Mail	SVC - Service
PSERV	Proof of Service by Mail	SVC - Service
PFOF	Prop Find Facts, Cncl of Law	DOC - Document
PROP	Proposed	DOC - Document
PDOC	Proposed Document	DOC - Document
PJDG	Proposed Judgment	JDG - Judgment
PJI	Proposed Jury Instructions	DOC - Document
PORD	Proposed Order	DOC - Document
REC	Receipt	DOC - Document
RNPA	Rel of Not of Penden of Action	DOC - Document
RG	Release of Garnishee	DOC - Document
RLIEN	Release of Lien	DOC - Document
CCR	Remanded from Circuit Court	CS - Case Status
RENUN	Renunciation	SPT - Supporting Documents
REPLY	Reply	RSP - Response

RB	Reply Brief	SPT - Supporting Document
RMSTR	Report of Master	SPT - Supporting Documents
RKK	Report-Kokua Kanawai	RPT - Reports and Findings
RAV	Req for Audio-Video Recording	DOC - Document
WDWE	Req Wdwl of Exhs & Receipt	DOC - Document
REQ	Request	MOT - Motion
RAFEE	Request for Attorney Fees and	COU - Counsel
EXREQ	Request for Default by Clerk	MOT - Motion
IFP	Request for In Forma Pauperis	MOT - Motion
RT	Request for Transcript	DOC - Document
REXAP	Request to Excuse Appearance	DOC - Document
PRE	Request to Exempt CAAP	MOT - Motion
RED	Request-Entry Default	MOT - Motion
REDEF	Request-Entry Default by Clerk	MOT - Motion
RESP	Response	RSP - Response
RPTS	Responsive Pretrial Statement	STM - Statements
RE	Return of Records/Exhibits	MSC - Miscellaneous
ROS	Return of Service	SVC - Service
RM	Returned Mail	COR - Correspondence
RACR	Rqst Access Court Record-HCCR	APP - Application
SATIS	Satisfaction	OTH - Other Documents
SJD	Satisfaction-Judgment	DOC - Document
RAS	Service-Return/Acknowledgement	SVC - Service
SETTA	Settlement Agreement	DOC - Document
SCST	Settlement Conf Statement	STM - Statements
ST	Statement of	STM - Statements
SM	Statement of Mailing	SVC - Service
SM12	Statement of Mailing; Exh 1&2	SVC - Service
SMAB	Statement of Mailing; Exh A&B	SVC - Service
SCSE	Statement of the Case	STM - Statements
SIP	Statement/Interested Person	STM - Statements
SCN	Statement-Claim And Notice	COM - Complaint
STR	Status Report	RPT - Reports and Findings
SFDWO	Stip Dis w/oPrej all Cla & Pty	STI - Stipulations
SFDW	Stip Dism w/Prej all Cla & Pty	STI - Stipulations
SCON	Stip to Continue Case	STI - Stipulations
SJUDG	Stipulated Judgment	JDG - Judgment
STIP	Stipulation to	STI - Stipulations
STDMS	Stipulation to Dismiss	STI - Stipulations
SCH	Stipul-Continue He/Order	STI - Stipulations
SIPW	Stmnt Infml Prob Will/Appt PR	STM - Statements
SIPR	Stmnt Intest Informal Appt PR	STM - Statements
SUB	Subpoena	SBP - Subpoena
SDT	Subpoena Duces Tecum	SBP - Subpoena
SUG	Suggestion of Death	SPT - Supporting Documents

SUMM	Summons	SPT - Supporting Documents
SCROA	Supp Cert Record on Appeal	SPT - Supporting Documents
SUP	Supplement	SPT - Supporting Documents
TOP	Transcript of Proceedings	MSC - Miscellaneous
TRS	Trust Registration Statement	STM - Statements
VEDTH	Verification of Death	SPT - Supporting Documents
WON	Waiver-Notice	NOT - Notice
WILL	Will Deposit	SPT - Supporting Documents
WDW	Withdrawal	DOC - Document
WSUB	Withdrawal & Substi of Counsel	COU - Counsel
WEL	Witness and Exhibit Lists	DOC - Document
WL	Witness List	DOC - Document
WRD	Written Request for Disclosure	DOC - Document

## 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.

### 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

New Cases: Efile Petition and Proposed Order Setting Date, Time and Place of hearing. The court will schedule and efile the order.

Pending cases: Contact the chambers of the probate judge hearing the case.

### Ex Parte Petitions

Attorneys should efile Ex Parte Petitions together with the proposed documents and order as one document entitled “Ex Parte Petition”.

The procedure is as follows:

1. The ex parte petition 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 at the top left corner of the first page.

2. Orders (granting or denying) will be efiled.

### Informal Applications

Shortly after the application and supporting documents are efiled, the original will and certified copy of the Death Certificate shall be submitted to the court.

### 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 efiled with proposed letters attached. Certified letters may be obtained through eCourt Kokua or in manage my cases.

### Subpoenas

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	Affidavit/Dec Re: Attorney Fees, Cost
AFF	Affidavit Filed
AIA	App Informal Appt PR (w/o will)
AIAA	App Issuance of Acknow of Authority
AIW	App Informal Probate Will-Informal 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 Report of Guardian
ARW	Appr Request & Waiver of Notice
BC	Birth Certificate
BUDGT	Budget



CCL	Creditor's Claim
CCWIL	Cert Copy Last Will & Testament
CD	Certificate of Death
CNOTX	Cert re: No Est & Transfer Tax Due
COA	Change of Address
CONST	Consent
CS	Certificate of Service
CST	Closing Statement
CWILL	Copy of Will
DEC	Declaration
DEDE	Deposition Designation 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-Issue out of state depo
EPP	Ex Parte Petition
EPRL	Ex Parte Pet to Renew Letters
EPSA	Ex Parte Seal Settlement Agreement
ERRAT	Errata Re:
ETD	Ex Parte App-Depo Writ Interrog

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 Conservatorship & Guardianship
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 Summons
MOT	Motion for
MR	Motion for Reconsideration
MSJ	Motion/Summary Judgment

NA	Notice of Appeal
NAPP	Notice-Appearance /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	Petition for Allowance of Claim
PACSG	Petition-Appt Conservator&Guardian
PAIA	Petition - Adj Intest/Appt PR
PASA	Petition Appt of Special Admin
PAST	Petition-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	Petition-Probate Of/Representative
PSERV	Proof of Service by Mail
PWC	Petition Withdraw as Counsel
RACR	Request 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	Release of Not of Penden of Action
RT	Request for Transcript
SCH	Stipulation-Continue He/Order
SCON	Stipulation to Continue Case
SCROA	Supplemental Cert Record on Appeal
SCST	Settlement Conference Statement
SDT	Subpoena Duces Tecum
SETTA	Settlement Agreement
SIP	Statement/Interested Person
SIPR	Statement Intest Informal Appt PR
SIPW	Statement Informal Probate Will/Appt PR
SM	Statement of Mailing
SM12	Statement of Mailing; Exhibits 1&2
SMAB	Statement of Mailing; Exhibits A&B
STIP	Stipulation to
SUB	Subpoena
SUMM	Summons
SUP	Supplement
TRS	Trust Registration Statement

VEDTH	Verification of Death
WDW	Withdrawal
WDWE	Request Withdrawal of Exhibits & Receipt
WEL	Witness and Exhibit Lists
WILL	Will Deposit
WON	Waiver-Notice
WSUB	Withdrawal & Substi of Counsel