

TO: ALL LAWYERS WHO FILE DOCUMENTS IN JEFS

RE: SUBMITTING **PROPOSED ORDERS** TO COURT

The Judiciary has adopted a statewide recommendation for electronically submitting in JEFS a **proposed order** for the judge to sign. The Judiciary has attached two sample forms for submitting a proposed order in JEFS. In both cases, HEFSR 9.1¹ requires that the submission be clearly marked as "proposed" and submitted through JEFS. But, do not (1) include the word "proposed" in the title of the actual proposed order itself and (2) do not cause a Judiciary file stamp to be affixed to the upper right corner of the actual proposed order to be signed by the court.

SAMPLE 1: SUBMITTING A **FREE STANDING ORDER.**

When a prevailing party prepares a proposed order for the court to sign, use the Sample 1 form. It employs a cover sheet that contains the word "proposed" in the title of the order only on the first page of the cover sheet, not on the actual proposed order that is attached to the cover sheet.

SAMPLE 2: SUBMITTING AN ORDER AS
PART OF A LEAD DOCUMENT.

When the proposed order is included as part of a lead document, such as an ex parte motion, the efiler should use the Sample 2 form. Note that the word "proposed" only appears on the first page of the motion in the title of the proposed order to be signed by the court and not in the title of the actual order, itself, that is attached to the ex parte motion.

The goal of these procedures is to keep the actual proposed order in a pristine condition so that the court can esign and file it without modification.

¹ Rule 9.1 of the Hawaii Electronic Filing and Service Rules states in relevant part:

Proposed orders, findings of fact, conclusions of law, and judgments shall be clearly marked "proposed" and filed through JEFS or JIMS like any other document.

SAMPLE 1: FREE STANDING PROPOSED ORDER
(using COVER SHEET)

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[REMINDER: maintain **3" margin** at the top of first page
(does not apply to "Atty Info Block")]

IN THE CIRCUIT COURT OF THE FIRST CIRCUIT

STATE OF HAWAI`I

JOHN DOE,)	CIVIL NO. 19-1-00001 (GWBC)
)	
)	
Plaintiff,)	PROPOSED ORDER DENYING
)	DEFENDANT RICHARD ROE'S
vs.)	MOTION TO DISMISS COMPLAINT
)	FILED ON AUGUST 1, 2019;
)	CERTIFICATE OF SERVICE
)	
)	
RICHARD ROE,)	
)	
)	
Defendant.)	
)	

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(does not apply to "Atty Info Block")]

IN THE CIRCUIT COURT OF THE FIRST CIRCUIT
STATE OF HAWAI`I

JOHN DOE,)	CIVIL NO. 19-1-00001 (GWBC)
)	
)	ORDER DENYING DEFENDANT
Plaintiff,)	RICHARD ROE'S MOTION TO
)	DISMISS COMPLAINT FILED ON
)	AUGUST 1, 2019
)	
vs.)	<u>Hearing:</u>
)	
)	Date: 10-25-19
)	Time: 8:30 a.m.
)	Judge: Joseph E. Cardoza
)	
RICHARD ROE,)	
)	Trial Judge: Joseph E.
)	Cardoza
Defendant.)	
)	
)	

ORDER DENYING DEFENDANT RICHARD ROE'S
MOTION TO DISMISS COMPLAINT FILED ON AUGUST 1, 2019

. . . .

DATED: HONOLULU, HAWAII, NOVEMBER 1, 2019.

JUDGE OF THE ABOVE-ENTITLED COURT

APPROVED AS TO FORM:

 /s/ Opposing Counsel
Opposing Counsel

IN THE CIRCUIT COURT OF THE FIRST CIRCUIT

STATE OF HAWAI`I

JOHN DOE,) CIVIL NO. 19-1-00001 (GWBC)
)
)
Plaintiff,) CERTIFICATE OF SERVICE
)
)
vs.)
)
)
)
RICHARD ROE,)
)
)
Defendant.)
)
)

CERTIFICATE OF SERVICE

. . . .

DATED: HONOLULU, HAWAII, _____.

____/s/ Joe Friday_____
JOE FRIDAY
Attorney for plaintiff John Doe

PLAINTIFF JOHN DOE'S EX PARTE MOTION FOR
FIRST EXTENTION OF TIME TO FILE PRETRIAL STATEMENT

. . . .

DATED: HONOLULU, HAWAII, NOVEMBER 1, 2019.

_____/s/ Joe Friday_____
JOE FRIDAY
Attorney for plaintiff John Doe

IN THE CIRCUIT COURT OF THE FIRST CIRCUIT

STATE OF HAWAI`I

JOHN DOE,)	CIVIL NO. 19-1-00001 (GWBC)
)	
)	
Plaintiff,)	DECLARATION OF JOE FRIDAY
)	
vs.)	
)	
)	
RICHARD ROE,)	
)	
)	
Defendant.)	
)	
)	

DECLARATION OF JOE FRIDAY

. . . .

DATED: HONOLULU, HAWAII, NOVEMBER 1, 2019.

_____/s/ Joe Friday_____
JOE FRIDAY

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IN THE CIRCUIT COURT OF THE FIRST CIRCUIT

STATE OF HAWAI`I

JOHN DOE,)	CIVIL NO. 19-1-00001 (GWBC)
)	
)	
Plaintiff,)	ORDER GRANTING PLAINTIFF
)	JOHN DOE'S EX PARTE MOTION
vs.)	FOR FIRST EXTENSION OF TIME
)	TO FILE PRETRIAL STATEMENT
)	
)	
RICHARD ROE,)	
)	
)	
Defendant.)	
)	
)	

ORDER GRANTING
PLAINTIFF JOHN DOE'S EX PARTE MOTION
FOR FIRST EXTENSION OF TIME TO FILE PRETRIAL STATEMENT

. . . .

DATED: HONOLULU, HAWAII, _____.

JUDGE OF THE ABOVE-ENTITLED COURT

IN THE CIRCUIT COURT OF THE FIRST CIRCUIT

STATE OF HAWAI`I

JOHN DOE,)	CIVIL NO. 19-1-00001 (GWBC)
)	
)	
Plaintiff,)	CERTIFICATE OF SERVICE
)	
)	
vs.)	
)	
)	
RICHARD ROE,)	
)	
)	
Defendant.)	
)	
)	

CERTIFICATE OF SERVICE

. . . .

DATED: HONOLULU, HAWAII, NOVEMBER 1, 2019.

_____/s/ Joe Friday_____
 JOE FRIDAY
 Attorney for plaintiff John Doe