

Fifth Circuit Court Judiciary Electronic Filing System (JEFS) Guide

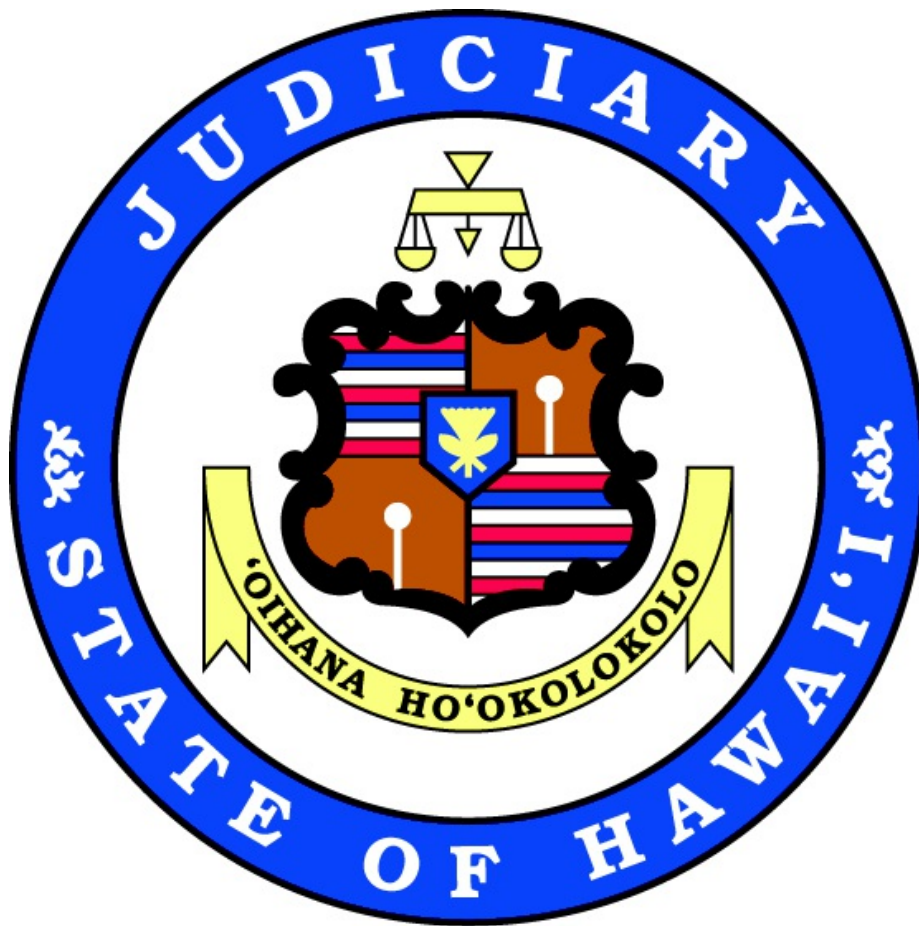


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Glossary of Terms

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/”	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 Fifth 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:

(CIRCUIT COURT)

JIMSQuery.5CC@courts.hawaii.gov

(DISTRICT COURT)

JIMSQuery.5DC@courts.hawaii.gov

Technology Requirements

The Fifth 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) 482-2673** or email

(CIRCUIT COURT)

JIMSQuery.5CC@courts.hawaii.gov

(DISTRICT COURT)

JIMSQuery.5DC@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 482-2673 or email

(CIRCUIT COURT)

JIMSQuery.5CC@courts.hawaii.gov

(DISTRICT COURT)

JIMSQuery.5DC@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 (482-2330) or Small Estates (482-2343), 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.

Per Rule 2.3 of the Hawaii Electronic Filing and Service Rules, exhibits greater than 10 megabytes shall be filed separately. Fifth Circuit Court Chief Judge Randal Valenciano and Judge Kathleen Watanabe request exhibits under 10 megabytes to be filed with the leading pleading (filed as one PDF). Further, please attach any memos in support, declarations, and certificate of service, in addition to any exhibits under 10 megabytes, to the leading pleading (i.e. motion, memo in opp., reply, etc.) as you would pre-electronic filing. Should there be an additional declaration, or a further memo in support prepared after the motion is already filed, then those items would be filed separately.

Also, Chief Judge Randal Valenciano and Judge Kathleen Watanabe do not require counsel to send hard copies of filings, unless otherwise requested by the Court. We understand other circuit Judges' may be requesting such but Fifth Circuit does not. Any questions, please feel free to call chambers. Judge Valenciano: 482-2322, Judge Watanabe: 482-2373.

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 482-2673 or email :**

(CIRCUIT COURT)

JIMSQuery.5CC@courts.hawaii.gov

(DISTRICT COURT)

JIMSQuery.5DC@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 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 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 Fifth 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 #4 – 482-2322
Courtroom #6 – 482-2373
District Court – 482-2304
2. It is the filing party's responsibility to fill in the assigned date, time, location of the hearing, and clerk 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. No courtesy copies are required for Circuit or District Court.

Ex Parte Motions

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

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 and order will be reviewed by the assigned Judge. Once the Judge signs the order, court staff will then electronically separate the order from the ex parte motion for efilings as a stand-alone document. The 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.

Courtesy Copies

For Circuit and District Courts, 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

“NSUB” = Notice of Submission

“PORD” = Proposed Order

“PDOC” = Proposed Document

DISTRICT COURT

“PJDG” = Proposed Judgment

“PROP” = 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 efilng.

Return of Service

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

Court Forms

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

https://www.courts.state.hi.us/self-help/courts/forms/kauai/kauai_fifth_circuit_forms

Enhancements

The Judiciary welcomes suggestions on how JEFS can be improved. Attorneys can call the Fifth Circuit Court JIMS help desk at (808)482-2673 or email their suggestions to dccrim.5dc@courts.hawaii.gov.

Individual Civil Circuit and District Court Divisions can be reached at their regular office [phone numbers](#).

Contact Information/Support

General questions prior to the launch of JIMS Civil can be directed to the Fifth Circuit Court JIMS Help Line at 482-2673.

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

Specific questions about the Court Annexed Arbitration Program (482-2319) and Small Estates (482-2343) processes should be directed to those offices.

APPENDIX A: Statewide Location Codes for all Civil Cases

These are the statewide location codes used in JEFS/JIMS with the **Fifth 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

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; Addtl 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 Interrog	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
EPIC	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
LOGC	Letters of Conservtrshp & 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
MTC	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-Appearance /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
STDSM	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 Rgistration 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