



Guide for Using Document Drop-off from the Judiciary Website

04/24/20

This guide is intended for members of the public who may need to drop off a document with the Court electronically. You will need a JEFS account and a document in PDF format to use this feature. This feature will be available only to users registered in JEFS as Attorney, Firm Staff, Pro Se and Document Subscriber.

NOTE:

Court Document Drop-off is a new feature developed for the public to send documents to the courts in an effort to combat COVID-19 by submitting PDFs electronically without a personal interaction. This is only a digital drop off and not an official filing for court records. Document Drop-off does NOT replace Judiciary Electronic Filing (JEFS) and JEFS account holders such as attorneys, firm staff, and self-represented litigants are still required to follow Hawai'i Electronic Filing and Service Rules for electronic filing in traffic, criminal and civil (District and Circuit Court only) cases. Not all combinations of court and location will be available for all users; for example, attorneys will have Family Court options for all islands except O`ahu. The documents submitted through Document Drop-off are NOT available online unless the document is updated to cases by the Court (available through eCourt Kokua or Ho`ohiki). It is the submitter's responsibility to provide accurate contact information to court staff for any possible follow up. The Court is not responsible for any delays or non-delivery of your documents due to technical difficulties, user error or any other cause.

- Do not use document drop-off if you need to file a document in JEFS
- Do not use document drop-off if your document is supposed to be emailed per Supreme Court Order
- Do not use document drop-off if your document is for a juvenile matter (non-traffic matters for children held at Family Court)

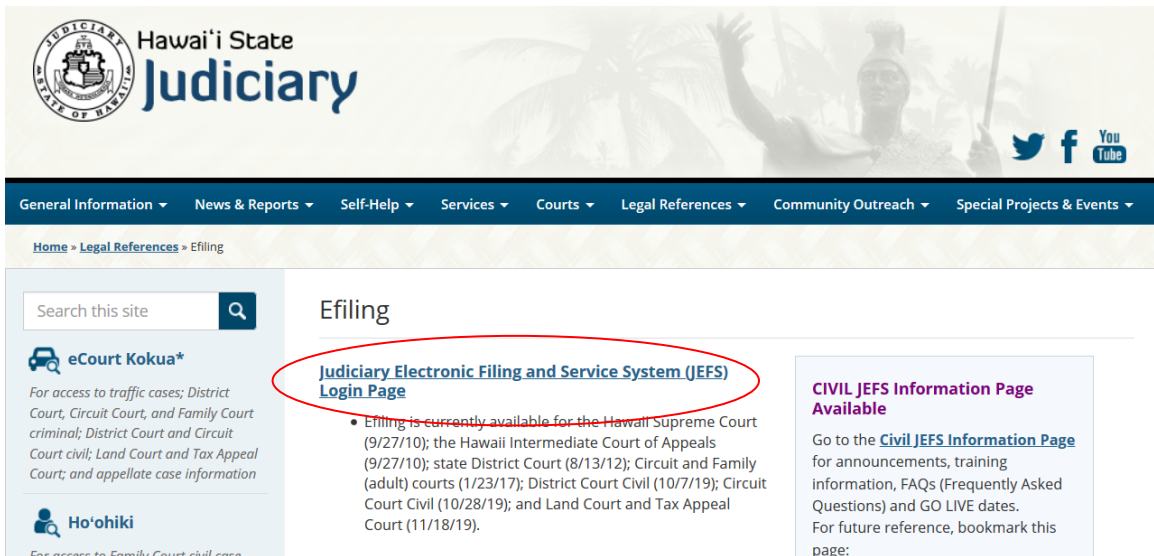


How-To Guide

- I. Navigate to the Judiciary website.
 - A. In a browser, go to <https://www.courts.state.hi.us>
 - B. Click the Efiling link in the left column of the screen



- C. Click on Judiciary Electronic Filing and Service System (JEFS) Login Page link.





How-To Guide

- D. Type your JEFS WEBU ID and password and then click Login.

Note: If you do not have an ID, see instructions on the Judiciary website to register for a free JEFS account using the Register for Access link.



Judiciary Electronic Filing and Service System (JEFS)

JUDICIARY INFORMATION MANAGEMENT SYSTEM

Please login using your User ID and Password to continue.

User ID ← **JEFS WEBU ID**

Password ← **JEFS password**

[Register for Access](#) [Reset my Password](#)

Welcome to the Hawai'i Judiciary's Electronic Filing and Service System (JEFS). JEFS allows eligible and registered attorneys and eligible and registered unrepresented parties to electronically file documents for all cases in the Hawaii Intermediate Court of Appeals, for all cases in the Hawaii Supreme Court, and for criminal cases in the Hawaii District Courts. Other courts and case types will be added to JEFS as they are brought into the Judiciary Information Management System.

This facility is for official court business only. Activity to and from this site is monitored. Documents filed through JEFS are subject to the requirements of the Hawai'i Electronic Filing and Service Rules, the Hawai'i Court Records Rules, and the rules that govern the court proceedings, including formatting, service, and sanction rules. Please comply with Rule 9 of the Hawai'i Court Records Rules, the rule governing submission of personal information and account numbers.

- E. Click Court Document Drop-off.

Document Drop-off

Court Document Drop-off

- II. Enter details about the PDF that you want to electronically drop off with the Court.

Note: Some information will be entered by selecting a value from a dropdown list and some information can be typed into blank fields, such as **Document Name**.



How-To Guide

Court Document Drop-off JUDICIARY INFORMATION MANAGEMENT SYSTEM

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Click <https://www.courts.state.hi.us/covid-19-information-page> for the latest Court information on COVID-19.

- Do not use document drop off if you need to file a document in JEF5
- Do not use document drop off if your document is supposed to be emailed per Supreme Court Order
- Do not use document drop off if your document is for a juvenile matter (non-traffic matters for children held at Family Court)

Enter all the mandatory (*) details to submit your document.

Document Information

What court is your document for? * FAMILY COURT

Which island is your courthouse? *

Which courthouse is this document for? *

Is document for Criminal, Civil or Traffic case? *

If you have a Case ID, enter it here. (Up to 15 characters)

What is the name of the document you are submitting? *

(Up to 400 characters)

Attach a PDF Document (Up to 10 megabytes)*
Choose File No file chosen
Upload File

Contact Information

Enter the First Name and Last Name of the person submitting the document.

A. Document Information

NOTE: Asterisk (*) denotes a required field

1. Provide information on where your document needs to go by clicking the dropdown lists to:
 - a. Pick the Court, such as Family Court, Circuit Court, or District Court.
 - b. Pick which Judicial Circuit (County) you belong to based on which island you live on.
 - c. Pick the Courthouse that you need, such as Hilo, Kona, or Waimea for Hawai'i Island
 - d. Pick which type of Document you are dropping off by selecting off by selecting if this is for a:
 - i. Criminal matter (person was arrested)
 - ii. Civil matter (landlord-tenant, contracts, personal injury)
 - iii. Traffic matter (parking tickets, traffic tickets, jay-walking)
2. In the free form text field enter the Case ID (up to 15 characters) for your document.
 - a. Not all documents will have a Case ID, so this field can be left blank. If you have a Case ID, this will make it easier for Court staff to handle your document.
 - b. Examples: 1CC161000123, 1RC161000123, 1PC151005678
3. In the free form text field enter the name of your document (up to 400 characters).
 - a. This can be a description of the document if you are not sure what it should be named.
 - b. Example: This is the paperwork for Judge Smith for my divorce.

B. Upload the PDF

1. The Document **MUST** be in a PDF format and must be 10 megabytes or less. Save your PDF document on your device such as your computer.
2. Click on Choose File then locate the PDF on your device. Depending on your web browser the button may also display as Browse.

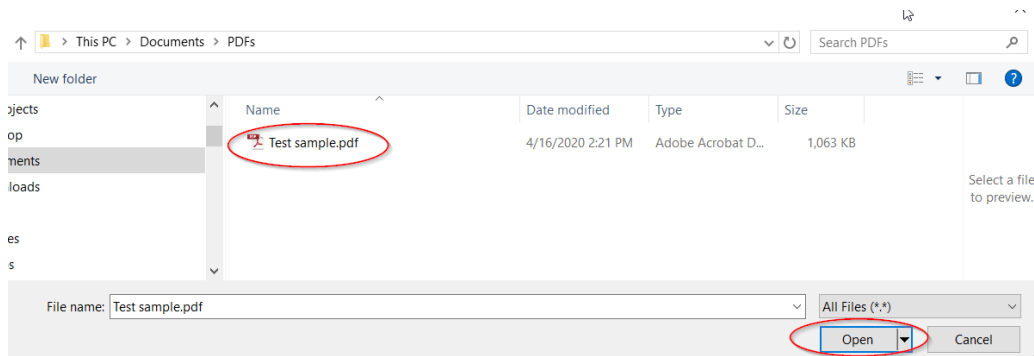
Attach a PDF Document (Up to 10 megabytes)*
Choose File No file chosen
Upload File



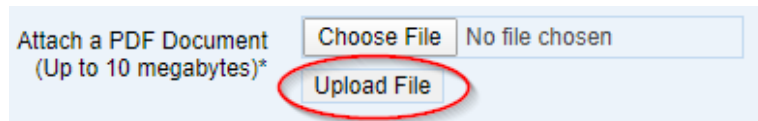
How-To Guide

3. Select the PDF from the pop-up window and click Open.

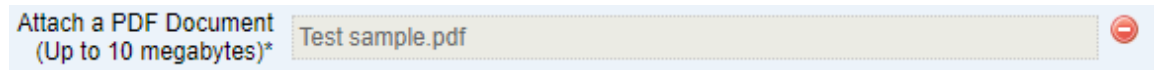
Example: test.sample.pdf



4. Click on Upload File.



5. The PDF will be displayed in the Document field. If this is the wrong PDF, click on the Red Minus button and try again.



C. Contact Information

The court staff may need to contact you with questions about the document you dropped off.

1. Enter the name, phone number and email address of the person who can answer questions about the document.

Contact Information

Enter the First Name and Last Name of the person submitting the document.
Enter a phone number and/or email address where court staff can contact you.

First Name* (Up to 15 characters)

Last Name* (Up to 60 characters)

Phone Number* (Area Code) (Phone Number)

Email Address (Example: name@email.com)

2. Click Submit.

Contact Information

Enter the First Name and Last Name of the person submitting the document.
Enter a phone number and/or email address where court staff can contact you.

First Name* (Up to 15 characters)

Last Name* (Up to 60 characters)

Phone Number* (Area Code) (Phone Number)

Email Address (Example: name@email.com)



3. Confirmation of the Document Drop-off will be displayed which includes the information you provided.
4. Click the Printable View link to generate a PDF copy of the confirmation.

Court Document Drop-off
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Printable View](#)

Your document has been submitted to the court electronically. The Document ID is 2FDOC-20-000007. You may retain this acknowledgement for future use by clicking on Printable View.

Document ID: 2FDOC-20-000007
Document Name: Test document
Submission Date / Time: THURSDAY, APRIL 16, 2020 03:03:02 PM
Contact Person Name: Jane Doe
Phone#: (808) 1231234
Email Address: Jane.Doe@testemail.com

Note: Do not click the Back button on your web browser to submit another document.

[Close](#)

- a. You may want to keep this PDF with the drop off details for your use.

Court Document Drop-off

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Document ID: 2FDOC-20-000007
Document Name: Test document
Submission Date/Time: THURSDAY, APRIL 16, 2020 03:03:02 PM
Contact Person Name: Jane Doe
Phone#: (808)1231234
Email Address: Jane.Doe@testemail.com

5. Your Document has been dropped off
6. Click Close to return to the home page where you can drop off another document or Log Out.

NOTE: Do NOT click the Back button on your browser.

Court Document Drop-off
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[Printable View](#)

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Document ID: 2FDOC-20-000007
Document Name: Test document
Submission Date / Time: THURSDAY, APRIL 16, 2020 03:03:02 PM
Contact Person Name: Jane Doe
Phone#: (808) 1231234
Email Address: Jane.Doe@testemail.com

Note: Do not click the Back button on your web browser to submit another document.

[Close](#)