



Court Document Drop-off

Self-Registration

Last Updated By: JIMS
Last Updated Date: July 2020



Notes

Note:

07/20/20: updated Help desk email address for Criminal Cases in 1st Circuit Court.



TOPICS

A. Register for Access

B. Document Drop-off Help



Register For Access

- A. To use Court Document Drop-off, register for access:
1. Go to the top of the Judiciary page (<https://www.courts.state.hi.us/>) and select Document Drop-off from the *For Public* or *For Litigants* link

Home For Public For Litigants For Attorneys For Jurors For Media Language Access ADA Access to Justice Contact Us

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eCourt Kookua*
For access to traffic cases; District Court, Circuit Court, and Family Court criminal; District Court and Circuit Court civil; Land Court and Tax Appeal Court; and appellate case information

Ho'ohiki
For access to Family Court civil case information

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THE 19TH AMENDMENT AT 100



Register For Access

2. From the Document Drop-off page, click on the [Judiciary Electronic Filing and Service System \(JEFS\) login page](#) link

To register for Court Document Drop-off use the “Register For Access” link from the [Judiciary Electronic Filing and Service System \(JEFS\) login page](#). Click the [Document Drop-off Login and Self Registration link](#) if you need further details on how to self-register. If you are not an attorney or work for an attorney and just want to use Document Drop-off, please register as “Pro Se.” A JEFS userid and password will be sent immediately to your primary email address.

3. If you are unable to navigate to Register for Access from the links provided on the Judiciary Internet, then the following can be entered directly into your internet browser/window:\

<https://jimspss1.courts.state.hi.us/JIMSExternal/>



Register for Access

4. From the JEFS login page, click Register for Access.

Judiciary Internet



Judiciary Electronic Filing and Service System (JEFS)
JUDICIARY INFORMATION MANAGEMENT SYSTEM



Please login using your User ID and Password to continue.

User ID

Password

Login

[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 in the Hawai'i Intermediate Court of Appeals and the Hawai'i Supreme Court. 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.

Online payments for filing fees are processed by the Hawaii Information Consortium. Efilers who wish to pay on-line are assessed a small non-refundable processing fee by the Hawaii Information Consortium. Efilers are given an option to pay in person or by mail.

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Register for Access

a. Complete General Information



eFiling - Self Registration

JUDICIARY INFORMATION MANAGEMENT SYSTEM

General Information

First Name * Role *

Middle Name

Last Name * Business / Org

Contact Information

Home

Business / Org

Cellular

Primary Email *

Secondary Email

Mailing Address *

City *

State *

Zip/Postal Code *

Note: All fields marked with an asterisk (*) are required.

- i. Enter Name
- ii. Select Role: Pro Se



Register for Access

b. Complete Contact Information

Contact Information

Home	<input type="text"/>	<input type="text"/>	<input type="text"/>	Primary Email *	<input type="text"/>
Business / Org	<input type="text"/>	<input type="text"/>	<input type="text"/>	Secondary Email	<input type="text"/>
Cellular	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mailing Address *	<input type="text"/>
				City *	<input type="text"/>
				State *	<input type="text"/>
				Zip/Postal Code *	<input type="text"/>

Note: All fields marked with asterisk (*) are required.

i. Enter Phone, Email and Address then click Submit

c. An email will be sent once registration is complete. The email will include your user ID and a temporary password.

Note: The registration email will be received from email address efiling@courts.hawaii.gov. Please check your Junk or spam equivalent email folder if you have not received this email within 5 minutes.



Document Drop-off Help

Contact the courthouse in your area if you need help. Click on the GET HELP link or go to http://www.courts.state.hi.us/legal_references/efiling.

JEFS HELP (Note: Contact information as of 5/1/20 and is subject to change)

For Civil Cases in the District Courts

Please direct all e-filing questions to the clerks office of your Circuit, Monday to Friday, excluding holidays.

First Circuit, Honolulu 808-538-5888, or email DCCivil.1DC@courts.hawaii.gov

Second Circuit, Maui 808-244-2998, or email DCCrim.2DC@courts.hawaii.gov

Third Circuit, Hilo 808-961-7400, or email CFC.3CC@courts.hawaii.gov

Third Circuit, Kona 808-322-8750, or email CFC.3CC@courts.hawaii.gov

Fifth Circuit, Kauai 808-482-2673, or email JIMSQUERY.5DC@courts.hawaii.gov

For Civil Cases in the Circuit Courts

Please direct all e-filing questions to the clerks office of your Circuit, Monday to Friday, excluding holidays.

First Circuit, Honolulu 808-539-4303, or email Civil.1CC@courts.hawaii.gov

Second Circuit, Maui 808-244-2998, or email DCCrim.2DC@courts.hawaii.gov

Third Circuit, Hilo 808-961-7400, or email CFC.3CC@courts.hawaii.gov

Third Circuit, Kona 808-322-8700, or email CFC.3CC@courts.hawaii.gov

Fifth Circuit, Kauai 808-482-2673, or email JIMSQUERY.5CC@courts.hawaii.gov

For Land Court and Tax Appeal Court

First Circuit, Honolulu 808-539-4303, or email Civil.1CC@courts.hawaii.gov



Document Drop-off Help

JEFS HELP (continued)

For Criminal Cases in the Circuit Courts and Family (Adult) Court

Please direct all efilings questions to the clerk's office of your Circuit, Monday to Friday, excluding holidays.

First Circuit, Honolulu, 808-539-4300, select option 5, or email Civil.1CC@courts.hawaii.gov

Second Circuit, Maui, 808-244-2998, or email DCCrim.2DC@courts.hawaii.gov

Third Circuit, Hilo, 808-961-7400, or email CFC.3CC@courts.hawaii.gov

Third Circuit, Kona, 808-322-8750, or email CFC.3CC@courts.hawaii.gov

Fifth Circuit, Kauai, 808-482-2673, or email DCCrim.5DC@courts.hawaii.gov

For Criminal Cases in the District Courts

Please direct all efilings questions to the clerk's office of your Circuit, Monday to Friday, excluding holidays.

First Circuit, Honolulu, 808-538-5888, or email DCCrim.1DC@courts.hawaii.gov

Second Circuit, Maui, 808-244-2998, or email DCCrim.2DC@courts.hawaii.gov

Third Circuit, Hilo, 808-961-7470, or email DCCrimH.3DC@courts.hawaii.gov

Third Circuit, Kona, 808-322-8700, or email DCCrimK.3DC@courts.hawaii.gov

Fifth Circuit, Kauai, 808-482-2673, or email DCCrim.5DC@courts.hawaii.gov

For the Hawaii Supreme Court or the Hawaii Intermediate Court of Appeals

Please direct all efilings questions to the Supreme Court Clerks Office, 808-539-4789 or email Appeals.COA@courts.hawaii.gov, Monday to Friday, excluding holidays.