

# Court Document Drop-off

Self-Registration

Last Updated By: JIMS

**Last Updated Date: July 2020** 



Note:

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



- A. Register for Access
- B. Document Drop-off Help



## Register For Access

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





# Register For Access

2. From the Document Drop-off page, click on the <u>Judiciary Electronic</u> Filing and Service System (JEFS) login page link

To register for Court Document Drop-off use the "Register For Access" link from the <u>Judiciary Electronic Filing and Service System (JEFS) login page</u>. Click the <u>Document Drop-off Login and Self Registration link</u> 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-ff, 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:\

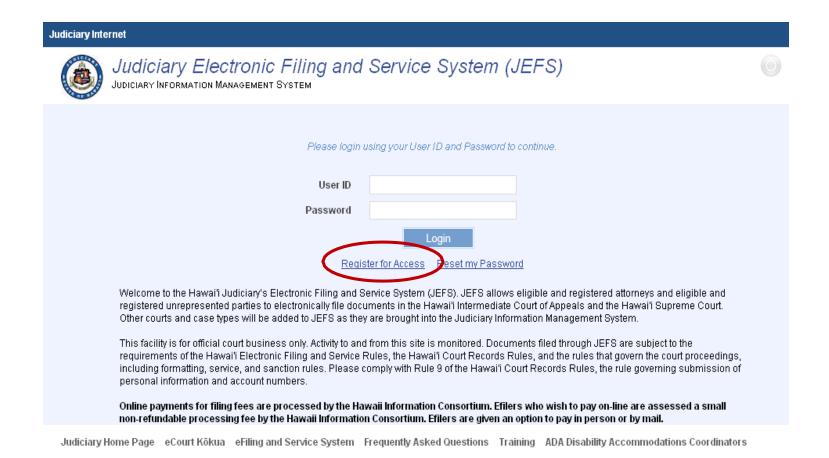
https://jimspss1.courts.state.hi.us/JIMSExternal/

JIMS .



# Register for Access

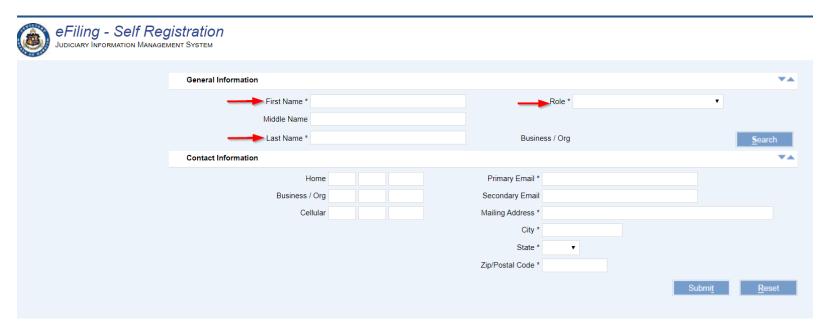
4. From the JEFS login page, click Register for Access.





## Register for Access

#### a. Complete General Information



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

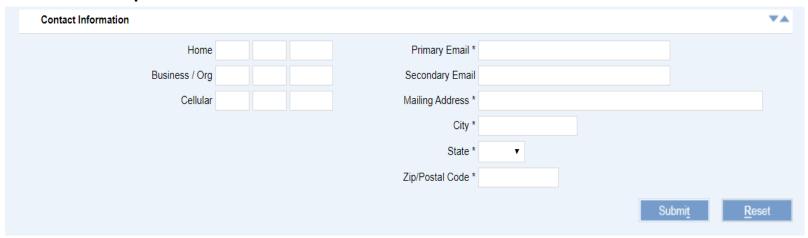
i. Enter Name

ii. Select Role: Pro Se



# Register for Access

#### b. Complete Contact Information



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 <a href="mailto:efiling@courts.hawaii.gov">efiling@courts.hawaii.gov</a>. 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 <a href="http://www.courts.state.hi.us/legal\_references/efiling">http://www.courts.state.hi.us/legal\_references/efiling</a>.

**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 <a href="mailto:DCCivil.1DC@courts.hawaii.gov">DCCivil.1DC@courts.hawaii.gov</a>
Second Circuit, Maui 808-244-2998, or email <a href="mailto:DCCrim.2DC@courts.hawaii.gov">DCCrim.2DC@courts.hawaii.gov</a>
Third Circuit, Hilo 808-961-7400, or email <a href="mailto:CFC.3CC@courts.hawaii.gov">CFC.3CC@courts.hawaii.gov</a>
Third Circuit, Kona 808-322-8750, or email <a href="mailto:CFC.3CC@courts.hawaii.gov">CFC.3CC@courts.hawaii.gov</a>

Fifth Circuit, Kauai 808-482-2673, or email <a href="mailto:JIMSQUERY.5DC@courts.hawaii.gov">JIMSQUERY.5DC@courts.hawaii.gov</a>

#### 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 <a href="mailto:Civil.1CC@courts.hawaii.gov">Civil.1CC@courts.hawaii.gov</a>
Second Circuit, Maui 808-244-2998, or email <a href="mailto:DCCrim.2DC@courts.hawaii.gov">DCCrim.2DC@courts.hawaii.gov</a>
Third Circuit, Hilo 808-961-7400, or email <a href="mailto:CFC.3CC@courts.hawaii.gov">CFC.3CC@courts.hawaii.gov</a>
Third Circuit, Kauai 808-482-2673, or email <a href="mailto:JIMSQUERY.5CC@courts.hawaii.gov">JIMSQUERY.5CC@courts.hawaii.gov</a>

#### For Land Court and Tax Appeal Court

First Circuit, Honolulu 808-539-4303, or email <a href="mailto:civil.1CC@courts.hawaii.gov">civil.1CC@courts.hawaii.gov</a>



## Document Drop-off Help

#### **JEFS HELP (continued)**

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

Please direct all efiling 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 <a href="Civil.1CC@courts.hawaii.gov">Civil.1CC@courts.hawaii.gov</a>
Second Circuit, Maui, 808-244-2998, or email <a href="DCCrim.2DC@courts.hawaii.gov">DCCrim.2DC@courts.hawaii.gov</a>
Third Circuit, Hilo, 808-961-7400, or email <a href="CFC.3CC@courts.hawaii.gov">CFC.3CC@courts.hawaii.gov</a>
Third Circuit, Kona, 808-322-8750, or email <a href="CFC.3CC@courts.hawaii.gov">CFC.3CC@courts.hawaii.gov</a>
Fifth Circuit, Kauai, 808-482-2673, or email <a href="DCCrim.5DC@courts.hawaii.gov">DCCrim.5DC@courts.hawaii.gov</a>

#### For Criminal Cases in the District Courts

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

First Circuit, Honolulu, 808-538-5888, or email <a href="DCCrim.1DC@courts.hawaii.gov">DCCrim.1DC@courts.hawaii.gov</a> Second Circuit, Maui, 808-244-2998, or email <a href="DCCrim.2DC@courts.hawaii.gov">DCCrim.2DC@courts.hawaii.gov</a> Third Circuit, Hilo, 808-961-7470, or email <a href="DCCrimK.3DC@courts.hawaii.gov">DCCrimK.3DC@courts.hawaii.gov</a> Fifth Circuit, Kauai, 808-482-2673, or email <a href="DCCrim.5DC@courts.hawaii.gov">DCCrim.5DC@courts.hawaii.gov</a> For the Hawaii Supreme Court or the Hawaii Intermediate Court of Appeals

Please direct all efiling questions to the Supreme Court Clerks Office, 808-539-4789 or email <a href="mailto:Appeals.COA@courts.hawaii.gov">Appeals.COA@courts.hawaii.gov</a>, Monday to Friday, excluding holidays.