How to Get Your Purchased Documents

Important: You have two days to download your purchased documents.

*Once you complete the document purchase process, you can download documents as soon as you receive the receipt via e-mail. The Purchase ID and the email address will already be filled in on the View / Purchase Documents screen **as long as you do not log out of the online purchase session.***

If you have logged out of the online purchase session, please refer to the Purchase Receipt sent to your email address for the Purchase ID. You will need that information and the email address associated with the transaction. Follow the steps outlined below to access your purchased documents.

I. Go to eCourt Kōkua (**https://www.courts.state.hi.us**)

   A. Click on eCourt Kokua* link.

   B. Scroll down and click on "Click Here to Enter eCourt* Kokua" button.

Click Here to Enter eCourt* Kokua

C. Read the Disclaimer, click on Accept.

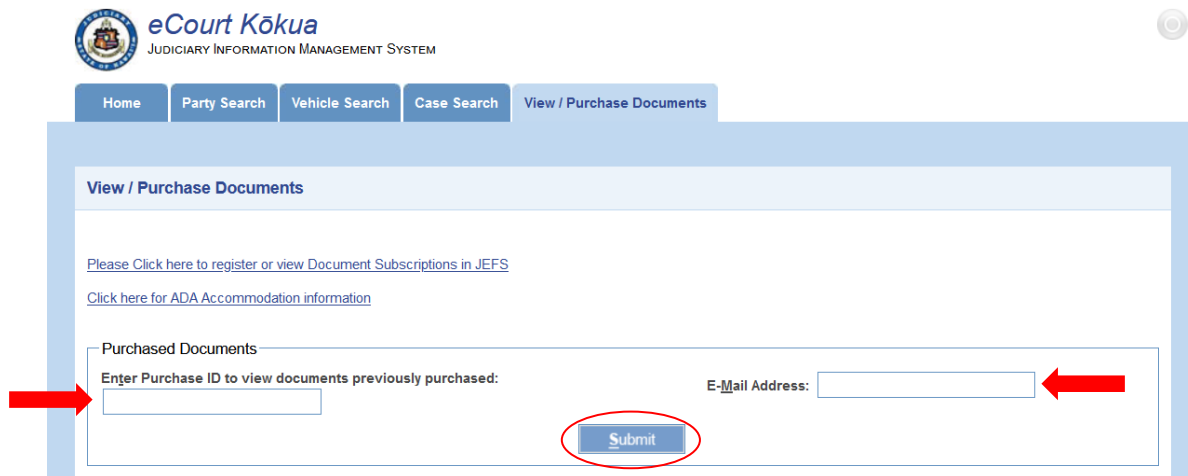D. Complete the reCAPTCHA verification process and then click Verify.

E. Click on View / Purchase Documents tab.
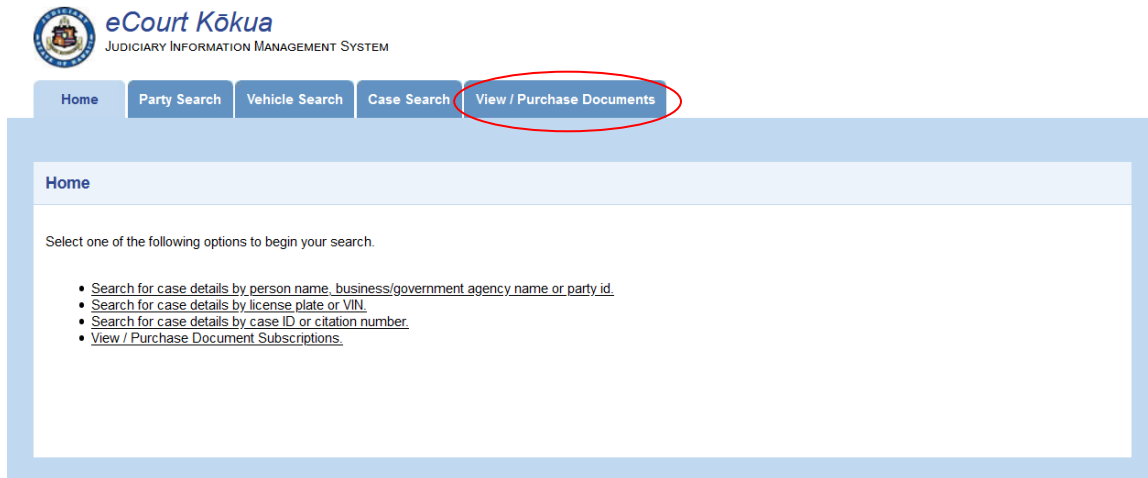
F. Look at your Payment Receipt for "Description: Payment for Single Document Purchase with ID." The 10-character string is the **Purchase ID**. The **email address** is the one you used when you ordered the documents. Enter both as shown below, then click **Submit**.

G. A message box will appear as a confirmation. Click the **x** icon to close the message.

H. Click the PDF icon (below left) to download your document.

Note: If the purchase was for a certified copy, there will be a check in the box in the Certify column (see circled icon on the right).