



## Guide for Document Subscribers

*This guide is intended for JEFS users who have purchased a document subscription.*

*Document subscription provides access to any publicly available documents for downloading for a specified period of time, e.g. 30-day, 90-day, 180-day, 270-day, 365-day durations.*

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

A. Click on eCourt Kokua\* link.



B. Click on “I am a Judiciary Electronic Filing and Service System (JEFS) users.” button.

**Read this before you try to purchase a document or a document subscription.** If you are a [Judiciary Electronic Filing and Service System \(JEFS\)](#) user, you do not need a subscription to get documents in your active cases. You may download or print documents without cost from your manage cases screen. Not all public documents are available online through eCourt Kokua and most traffic documents are only available at the courthouse. If there is no pdf icon displayed next to the docket entry, the document is only be available at the courthouse. If there is a pdf icon displayed next to the docket entry in eCourt Kokua, this document is available online for single document purchase or via subscription. However, documents with a pdf icon may not be available the same day IMMEDIATELY after purchase due to delays in document processing. Public documents with a pdf icon may be purchased through eCourt Kokua. Individual documents are available for \$3.00 per document or 10 cents per page, whichever sum is greater. Subscriptions are available for \$125.00 per quarter or \$500.00 per year. A subscription entitles the subscriber to unlimited single downloads of public documents with a pdf icon during the term of the subscription. Do not subscribe unless you are sure you want the subscription. Your money will **NOT** be refunded.

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C. Sign into JEFS with the WEBU ID and password and then click on Login.



## 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 for all cases in 1) the Hawai'i Intermediate Court of Appeals, for all cases in the Hawai'i Supreme Court; 2) for criminal cases in the Hawai'i District Courts, Circuit Courts, and Family (Adult) Courts; and 3) for civil cases in Hawai'i District Court, Circuit Court, Land Court and Tax Appeal Court. Other courts and case types will be added to JEFS as they are brought into the Judiciary Information Management System.

Use of JEFS 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 court proceedings, including formatting, service of process, and sanction rules. Please comply with Rule 9 of the Hawai'i Court Records Rules which governs submission of personal information and account numbers. Improper use of the Judiciary Electronic Filing and Service System to gain access to confidential records or records filed under seal or in-camera may subject the user to sanctions.

D. Click on View Documents.



## Judiciary Electronic Filing and Service System (JEFS)

JUDICIARY INFORMATION MANAGEMENT SYSTEM

**Welcome to the Hawai'i State Judiciary electronic filing portal.**

User Administration	Document Subscriptions
<a href="#">Manage My Profile</a>	<a href="#">Existing Subscription Information</a>
	<a href="#">Purchase Subscriptions</a>
	<a href="#">View Documents</a>

**Document Drop-off**

[Court Document Drop-off](#)

**Note:** If you have an active document subscription, the browser will be redirected to eCourt Kokuu.



## E. Read the Disclaimer, click on Accept.

 **eCourt Kōkua**  
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Home Party Search Vehicle Search Case Search

Home

Disclaimer

*Please review and accept the disclaimer below.*

Online access to case information is provided by the State of Hawai'i Judiciary (Judiciary) as a public service. The Judiciary Information Management System (JIMS) eCourt Kōkua provides access to public information from traffic cases, District Court criminal, Circuit Court criminal, Family (Adult) Court criminal, District Court civil, Circuit Court civil, Land Court and Tax Appeal Court and appellate cases of the State of Hawai'i. The information cannot be removed unless the case records are sealed by a court order. Any unauthorized attempt to remove or change the online information is strictly prohibited.

The information displayed is from the official records, but does not comprise include all information from official court records available to the public. For instance, some court pleadings that may be viewed and copied at a courthouse are not currently available through this website. Confidential cases, sealed cases and sealed documents also are not available online. Electronic Social Security number data fields will not be displayed in the public access portions. However, if otherwise private information is revealed in evidence, pleadings or other documents (such as exhibits, affidavits and transcripts) that are part of the public court record, the information is accessible in paper form at a courthouse and will be available electronically when imaged court records are made accessible to the public.

Case information provided by the Judiciary through this Web site is made available "as is," with no warranties, express or implied, (including any implied warranties of merchantability, accuracy, non-infringement or fitness for a particular purpose). In no event shall the Judiciary and its employees, officers, contractors, agents or representatives be liable for damages of any nature arising from 1) the use of or inability to use this Web site or the online databases, or 2) for the accuracy or validity of any information provided. While the Judiciary uses reasonable efforts to provide accurate, complete and current information on this Web site, it does not guarantee or represent that the information contains no errors, omissions or inaccuracies. Assessing the accuracy and reliability of the information is the user's responsibility.

Certified court records are available in paper form at each courthouse.

By accessing eCourt Kōkua, you agree that you have read, understood and will abide by all statements set forth in this disclaimer.

I have read and agree to the terms of the above disclaimer and wish to proceed to eCourt Kōkua.

Accept Decline

## F. Click on Case Search.

Home Party Search Vehicle Search Case Search

Home

Select one of the following options to begin your search.

- [Search for case details by person name, business/government agency name or party id.](#)
- [Search for case details by license plate or VIN.](#)
- [Search for case details by case ID or citation number.](#)



# How-To Guide

G. Enter the Case ID and then click Submit.

Home Party Search Vehicle Search **Case Search**

Case Search • Filing Date Search

**Case Search**

Search Criteria

Please enter as much information as possible (\*denotes required field).

Case ID or Citation Number:  Application Number:  Beginning Case Filing Date:

Arrest Number:  TCT Number:  Ending Case Filing Date:

OTN:

SJD:

H. Click on the case id link to access the case data.

Home Party Search Vehicle Search **Case Search**

Case Search • Filing Date Search

**Case Search**

Search Criteria

Please enter as much information as possible (\*denotes required field).

Case ID or Citation Number:  Application Number:  Beginning Case Filing Date:

Arrest Number:  TCT Number:  Ending Case Filing Date:

OTN:

SJD:

Search results for criteria: Case ID or Citation Number: 1CCV-20-

Case ID	Court	Location	Case Type	Case Title	Filing Date	Status
<a href="#">1CCV-20-</a>	1C	HP	CV			ACTIVE

1 cases found, displaying 1 cases(s), from 1 to 1. Page 1 / 1



## I. Click on Dockets

Home Party Search Vehicle Search **Case Search**

Case Search • Filing Date Search

### Case Search

Search Criteria

Please enter as much information as possible (\*denotes required field).

Case ID or Citation Number:	<input type="text" value="1CCV-20-"/>	Application Number:	<input type="text"/>	Beginning Case Filing Date:	<input type="text"/>
Arrest Number:	<input type="text"/>	TCT Number:	<input type="text"/>	Ending Case Filing Date:	<input type="text"/>
OTN:	<input type="text"/>				
SJD:	<input type="text"/>				

Search results for criteria: Case ID or Citation Number: 1CCV-20-\_\_\_\_\_

Summary **Events** **Dockets**

Case Description

## J. Scroll down to locate the docket and then click on the pdf icon to download the document associated with the docket.

34	10/29/2020	 Pre Trial Statement Efile Document upload of type Pre Trial Statement	PLAINTIFF'S PRETRIAL STATEMENT; CERTIFICATE OF SERVICE		
35	10/29/2020	 Notice of Electronic Filing			