

# Uploading Documents in TurboCourt

## Small Claims Online Dispute Resolution (ODR) Pilot Program

### Quick Guide



**Important:** This guide is for uploading documents to an active Small Claims Online Dispute Resolution case. If your case is not part of the Small Claims Online Dispute Resolution pilot program, do **not** use this program. Submit your documents directly to the court.

**1. Log in to the Hawaii TurboCourt website.**

Go to [www.TurboCourt.com/Hawaii](http://www.TurboCourt.com/Hawaii) and log in with your e-mail and password (or set up an user account if this is your first time on TurboCourt).

**2. Select “Respond to a Claim” or “File Something in a Case Already Started”.**

**3. Choose your “Jurisdiction” and “Court Location”.**

Look at the *Statement of Claim*. You will find the jurisdiction and court location information on the upper left-hand side of the document. If you do not have the *Statement of Claim*, look up your case on [eCourt Kokuia](#).

**4. Select “I want to proceed with negotiations” or “File a document in an existing case”. Enter the case number.**

It is important that you enter the correct case number. You will find this on the upper right-hand side of the Statement of Claim. If you do not have the Statement of Claim, look up your case on [eCourt Kokuia](#).

**5. Select “I want to file a document with the court”.**

See the following page for a list of common Small Claims court forms.

**6. Answer the TurboCourt questions about your case.**

TurboCourt will guide you through a series of questions to assist you in completing and filing your court form(s).

**7. Click “Submit”.**

Documents will be reviewed by the court and processed. You will receive an official filed copy via the TurboCourt system. Check your e-mail or log in to TurboCourt frequently.

***Remember, your court forms are not official until filed by the court.***

# Types of Court Forms That May Be Submitted for the Small Claims Online Dispute Resolution (ODR) Pilot Program







Here are the forms most commonly used in the Small Claims Online Dispute Resolution Pilot Program. This list does not include all the possible court forms or documents that may be used in a Small Claims case. Additional court forms may be found on the Hawaii State Judiciary [Court Forms](#) website.



The documents with the TurboCourt logo will be completed using the TurboCourt program. You do not have to upload them in the TurboCourt program.



The documents that have the PDF icon will need to be completed by you (and some require all parties to sign) and then uploaded in the TurboCourt program.

Document Name/Title	What is this used for?
<b>Certificate of Service</b> 	Use this document after you have served the other party(ies) with a <u>filed</u> court document.
<b>Non-Hearing Motion for Continuance</b> 	Use this document if the Defendant has been served with the <i>Statement of Claim</i> . This may be used by the Plaintiff or Defendant. It asks the court to change the hearing date and time. The court must approve the request and will issue a new hearing date and time.
<b>Counter Claim</b> 	This form is used by the Defendant to file a claim against the Plaintiff.
<b>Stipulation for Dismissal</b> 	This form may be used if the Plaintiff and Defendant agree during ODR to dismiss the court case as part of their Settlement Agreement. All parties must sign the Stipulation for Dismissal. Then, the Plaintiff may upload it and submit it to court using the TurboCourt program.
<b>Judgment</b> 	This form may be used if the Plaintiff and Defendant agree during ODR that a judgment will be entered by the court against the Defendant. The Plaintiff will need to prepare and upload this document to the court. Please use the form for the circuit in which your case is filed in: <a href="#">First Circuit (Oahu)</a> <a href="#">Second Circuit (Maui)</a> <a href="#">Third Circuit (Hawaii County)</a> <a href="#">Fifth Circuit (Kauai)</a>
<b>Stipulation for Continuance</b> 	This form may be used if the Plaintiff and Defendant agree during ODR that the court hearing date will be changed to a later date and time. Please use the form for the circuit in which your case is filed in: <a href="#">First Circuit (Oahu)</a> <a href="#">Second Circuit (Maui)</a> <a href="#">Third Circuit (Hawaii County)</a> <a href="#">Fifth Circuit (Kauai)</a>



**IMPORTANT.** Court forms and documents submitted and filed with the court must be served (given) to the other party.