

Uploading Documents in TurboCourt

Small Claims Online Dispute Resolution 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.

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 Kokua:

https://www.courts.state.hi.us/legal_references/records/jims_system_availability

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 Kokua:

https://www.courts.state.hi.us/legal_references/records/jims_system_availability

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

See page two of this document for a list of common Small Claims court forms.

6. Answer the TurboCourt questions about your case.

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 email 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.



The documents with the TurboCourt logo (see image at left) 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 (see image left) will need to be completed by you then uploaded in the TurboCourt program. Click on the PDF icon to access the forms.

Document Name/Title	What is this used for?
Certificate of Service 	Use this document after you have served the other party with a filed court document. For example, the Statement of Claim or a Motion.
Non-Hearing Motion for Continuance 	Use this document if the defendant has been served with the Statement of Claim. 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.
Counter Claim 	This form is used by the defendant to file a claim against the plaintiff.
Stipulation for Dismissal 	This form may be used if the plaintiff and defendant agree during ODR to dismiss the court case as part of their Settlement Agreement. Both the plaintiff and defendant must sign this document. The plaintiff may upload it in ODR for the defendant to sign and return to the plaintiff. The plaintiff will then submit it to court using the TurboCourt program. https://www.courts.state.hi.us/docs/form/oahu/1DC21.pdf
Judgment 	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. https://www.courts.state.hi.us/docs/form/oahu/1DC34.pdf
Stipulation for Continuance 	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. https://www.courts.state.hi.us/docs/form/oahu/1DC12.pdf



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