

Circuit Courts of the State of Hawai'i

INSTRUCTIONS

CERTIFICATE OF SERVICE (RE: ORDER SETTING SCHEDULING CONFERENCE)

FORM 35 (HRCF) and Form E-3 (RCCH)

(Effective 1/1/2022)

Please note that this and other forms are available on the Judiciary's website. The forms can be filled out and printed through Adobe Acrobat.

You may use the forms available online or prepare your own document in substantially the same format as the official forms. Please note that the Judiciary Electronic Filing System (JEFS) accepts document files in PDF format only. If you create your own document, you must convert it to a PDF file if you are a JEFS User. If you are not a JEFS User, you must print a hard copy of your document, sign and date the document, and then submit it to the Legal Documents Branch clerk for filing.

Use this form if:

- You are a plaintiff;
- The court issued an Order Setting Scheduling Conference;
- You need to certify or prove that you served a copy of the Order Setting Scheduling Conference on the parties.

You must complete and file this document as proof that you served a copy of the filed Order Setting Scheduling Conference as required by HRCF 16(b)(4) and RCCH 12(a)(4).

1. Make sure to type or print in black ink only.
2. Print or type your name, mailing address, telephone number, and email address in the top left corner. If you are not represented by an attorney, identify yourself as the Plaintiff under your address information. For example,

Jane Doe
123 Bishop Street
Honolulu, Hawai'i 96813
(808)523-6789
janedoe@gmail.com
Plaintiff

3. Fill in the name of the court and the number of the circuit in which your case is filed in the center of the page. "IN THE CIRCUIT COURT OF THE _____ CIRCUIT"

First Circuit: O'ahu
Second Circuit: Maui, Moloka'i, and Lana'i

Third Circuit: Hawai'i
Fifth Circuit: Kaua'i

The name of the court must be centered on the page and not less than 3 inches from the top.

4. Title of the case: The space to the left of the center of the page is the title of the case. You must fill in the names of all the parties in the complaint.
5. Civil No.: The space to the right of the center of the page must have the civil number. Print or type the civil number that was assigned to the case by the clerk when the complaint was filed.
6. The title of the document, "Certificate of Service (Re: Order Setting Scheduling Conference)," must be typed or written under the Civil No.
7. Print or type the name of the party or parties served with the Order Setting Scheduling Conference, how they were served, and the date of service.

If you serve a party by U.S. mail, you must include their mailing address. If a party appeared before the Order was entered and is represented by an attorney or is a JEFS User, then you should indicate the service was via JEFS. For example:

<u>Name of Party</u>	<u>Manner of Service</u>	<u>Date</u>
Defendant John Doe 426 Main Street Wailuku, HI 96793	U.S. Mail	06/01/22
Mary Tanaka, Esq. Attorney for Defendant Joe Smith	JEFS	06/01/22

8. Sign and date the document, and type or print the city in which you signed the document. If you are not represented by an attorney and are not a registered JEFS User, you must **sign with a black ink pen.**

If you are a registered JEFS User, sign the document by affixing your signature as "/s/ _____" (For example, /s/ Jane Doe).