

INSTRUCTIONS

**NOTICE OF REQUEST FOR SCHEDULING CONFERENCE
FORM 33 (HRCP) and Form E-1 (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 in a civil case in the circuit court;
- Your complaint was filed on or after January 1, 2022;
- Your case is NOT:
 - a foreclosure case
 - assigned to the Court Annexed Arbitration Program (CAAP)
 - an agency appeal
 - a consumer debt collection action
 - a quiet title action
 - an asbestos (toxic tort) action

If the nature of your case falls within any of these categories, **STOP**. DO NOT USE THIS FORM. READ RULE 12(b) of the RULES OF THE CIRCUIT COURTS OF THE STATE OF HAWAII' I FOR TIMING REQUIREMENTS TO REQUEST A TRIAL SETTING STATUS CONFERENCE WITH THE COURT.

- A defendant has been served with your complaint or a defendant has appeared in the case.
 - Examples of a defendant appearing in a case include, but are not limited to:
 - an attorney coming into court on behalf of a defendant
 - a defendant coming into court appearing without an attorney
 - a defendant filing an answer to a complaint
 - a defendant filing a motion in a case

You must read Rule 16(b) of the Hawai'i Rules of Civil Procedure (HRCP) and Rule 12(a) of the Rules of the Circuit Courts of the State of Hawai'i (RCCH), and comply with the timing requirements for a Plaintiff to request a Scheduling Conference with the court.

1. Make sure to type or print in black ink only.
2. Print or type your name, 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.: Print or type the civil number assigned to the case by the clerk when the complaint was filed.
6. Type or print the name of the judge assigned to your case.
7. Service of the complaint upon the defendant: You must put the date when the defendant was served with the complaint. If there is more than one defendant, then you must put the date when the first defendant was served with the complaint.

If a defendant has appeared in the case, you must also put the date when the defendant first appeared in the case.

If the defendant has been served with the complaint and the same or a different defendant has also appeared in the case, then check both boxes and fill in the dates, as applicable.

8. Requested date for the scheduling conference: The scheduling conference must take place before the court's deadline to issue a scheduling conference order, which is 90 days after a

defendant has been served with the complaint or 60 days after a defendant has appeared, whichever is earlier.

If you are using the fillable online form, the date requested for the scheduling conference will automatically appear in the form once you input the dates of service of the complaint and a defendant's appearance, as applicable.

If you are not using the fillable form and you drafted your own notice of request for scheduling conference, then you must calculate the applicable 60 or 90 day deadline and enter the date.

9. 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).

10. Once you finish your Notice of Request for Scheduling Conference, then prepare a Proposed Order Setting Scheduling Conference. Please refer to the Instructions for the Proposed Order Setting Scheduling Conference.
11. **Do NOT file the Notice of Request for Scheduling Conference without also completing a form Proposed Order Setting Scheduling Conference.** If you do not prepare and file a Proposed Order Setting Scheduling Conference, the setting of your Scheduling Conference will be delayed.
12. Next, go to the Instructions for the Proposed Order Setting Scheduling Conference for further instructions.