

Circuit Courts of the State of Hawai'i

INSTRUCTIONS

**[PROPOSED] ORDER SETTING SCHEDULING ORDER
FORM 34 (HRCP) and Form E-2 (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 requesting a scheduling conference with the circuit court;
- You read and checked all the boxes in the Instructions for the Notice of Request for Scheduling Conference; and
- You have filled out a Notice of Request for Scheduling Conference.

If you have not filled out a Notice of Request for Scheduling Conference, please read and follow the Instructions for the Notice of Request for Scheduling Conference before going any further.

1. Be sure you have completed the Notice of Request for Scheduling Conference before filling out this form.
2. Make sure to type or print in black ink only.
3. 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

4. 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.

5. 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.
6. 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.
7. The title of the document, "[Proposed] Order Setting Scheduling Conference," must be typed or written under the Civil No.
8. Date, time, assigned judge, and location of the conference:
 - Leave blank lines for the date and time. Court staff will fill in the date and time of the conference after the document is filed.
 - Type or print the name of the judge assigned to your case.
 - Do not check any boxes for the location of the conference (in person or video). The judge will decide if the conference will be held in person or remotely by video conference.
9. In paragraph 2, please fill in the court address where the assigned judge is located. If you do not know the address where the judge's courtroom is located, leave the space blank and court staff will complete this information.
10. Once you have completed this form and the Notice of Request for Scheduling Conference, then file both documents.

Self-represented parties: If you are not represented by an attorney and are not a JEFS User, submit your completed documents to the Legal Documents Branch of the respective circuit court for conventional filing by the clerk of court.

- Bring at least 3 extra copies of your documents in case you have to serve any parties by U.S. mail. Make sure to keep a copy for your records.
- Your documents will be date and time stamped by the filing clerk, who will electronically file your original documents.

JEFS Users: If you are a registered JEFs User, you can upload the documents together as a single document or you may separately file the Notice of Request for Scheduling Conference as the lead document with the [Proposed Order] Setting Scheduling Conference as a supporting document.

11. After your documents are filed, the date, time and location (in person or by video conference) for your Scheduling Conference will be set by the court and the Order Setting Scheduling Conference will be filed by court staff.

If you are a self-represented party and are not a registered JEFs User in your case, a copy of the Order Setting Scheduling Conference will be mailed to you.