

CIRCUIT COURTS OF THE STATE OF HAWAI'I

INSTRUCTIONS:
SCHEDULING CONFERENCE STATEMENT
FORM E-5 (RCCH)
(Effective 01/01/2022)

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 party in a civil case in the circuit court;
- The complaint in your case 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
- A Scheduling Conference has been set by the judge.

You must read Rule 12.2(a)(7) of the Rules of the Circuit Courts of the State of Hawai'i (RCCH) and be aware of the timing requirements to file your Scheduling Conference Statement.

General Instructions:

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. Indicate whether you are a plaintiff or a defendant. 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

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 identified in the complaint.
5. Civil No.: The space to the right of the center of the page must have the civil number assigned to the case when the complaint was filed. Print or type the civil number in the space provided.
6. The title of the document, "Scheduling Conference Statement," should be typed or printed underneath the civil number and also under the title of the case in the center of the page.

You should include your party status in the title. For example:

"Scheduling Conference Statement of Plaintiff Jane Doe"
or
"Defendant John Doe's Scheduling Conference Statement"

7. Type or print the date and time of the Scheduling Conference and the assigned judge.
 - A. Brief Description of the Case:
 1. Provide a short summary of your case. If you are not asking for an award of money, please specify the type of relief or order you want the judge to issue.
 - B. Statement of Jurisdiction and Venue:
 1. Describe the facts or information that support your case being filed in circuit court and why you filed your case in the particular judicial circuit (First, Second, Third, or Fifth). You may include concise information about where events took place, indicate if a party lives in the judicial circuit in which the case is filed, or if the case involves real property, state which island the property is located.
 - C. Jury or Non-Jury Trial:
 1. Check the box if your case is a jury trial and specify the date when a jury demand was filed; or
 2. Check the box if your case is a trial before a judge only (non-jury trial).

D. Track Assignment:

1. Check a box to indicate if the case should be assigned to an expedited or non-expedited track for trial.

E. Disclosures:

1. Check the appropriate box on the timing of initial and expert disclosures.

F. Discovery:

1. Specify when you anticipate discovery to be completed
2. Describe any discovery already in progress.
3. Indicate if there are any pending discovery related motions and the date(s) of hearing(s).

G. Special Procedures or Other Matters:

1. Review Rule 16(c) of the Hawai'i Rules of Civil Procedure and report on whether any special procedures should be imposed for those matters or any other matters not already described in the Joint Report of the Parties.

H. Related Cases:

1. List all related cases in state or federal court and provide the case title, case number and status of the case (pending, adjudicated, or otherwise terminated). Include trial dates, pending motions and hearing dates, if applicable.

I. Additional Matters:

1. State any additional matters that you believe would be helpful for the judge to know about your case. Include any disagreements you may have with any party on discovery planning, Alternative Dispute Resolution, including mediation.

J. Certification:

1. Check the box indicating the parties met and discussed the items required by Rule 12(a)(6) of the Rules of the Circuit Courts of the State of Hawai'i. Fill in the date the parties met.
2. If the parties did not meet as required by the rule, then check the second box and explain why there was no meeting of the parties.

Filing Instructions:

1. Print, sign and date, and file the document. Be sure to include the city and state where you signed the document. Self-represented parties who are not JEFS Users cannot use an electronic signature and must handwrite their signature in black ink only.

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

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

JEFS Users: If you are a registered JEFS User, you must electronically file the document.