Judiciary Electronic Filing System (JEFS) User Guide for Family Court Civil Cases in the First Circuit

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Introduction

This guide contains policies, procedures, and technical information regarding electronic filing ("e-filing") through the Judiciary's Electronic Filing System (JEFS) for Family Court civil cases filed in the First Circuit. For e-filing in the Second, Third, or Fifth Circuits, JEFS users should refer to the specific JEFS guide for that circuit.

This guide was developed to provide First Circuit JEFS users with a handy reference to ease their transition to JEFS. It is provided for the convenience of JEFS users and should not be relied upon as a source of legal authority. Court filings are subject to court rules, and this guide is not a substitute for the court rules applicable in any Family Court civil case.

If you are a self-represented JEFS user, this guide may help you navigate JEFS. The guide is not legal advice. You should, whenever possible, conduct your own research or seek the advice of an attorney if you are involved in any court case.

The Judiciary has more detailed information and materials available on its website to assist JEFS users, including FAQs, a JEFS User Manual, and training videos. These materials are available on the Judiciary's Family Civil JEFS Info Page at https://www.courts.state.hi.us/family-court-civil-jefs-info-page. We urge you to review these materials to ease the transition to electronic filing for Family Court civil cases.

The guide will be updated periodically. JEFS users are encouraged to check the Judiciary's website for the current version.

Terminology of JIMS

The Judiciary Information Management System (JIMS) was developed by the Hawai'i State Judiciary to provide an integrated statewide case management system for all courts and case types. JIMS initially launched in 2005 with traffic cases and has since expanded to include all case types except for juvenile cases.

In 2010, the Judiciary Electronic Filing System (JEFS) was added to JIMS. JEFS allows attorneys to electronically file (e-file) documents to their cases without coming to a courthouse. JEFS automatically generates and e-mails a Notice of Electronic Filing (NEF) to other JEFS users associated with the case, which significantly reduces the need for conventional service.

Between 2012-2017, JIMS/JEFS was expanded to include criminal cases. JIMS/JEFS was expanded again in 2019 to include Circuit Court and District Court civil cases.

Individuals who use JEFS to e-file documents are referred to as "JEFS users." All attorneys are "JEFS users," and a few self-represented litigants (SRLs) opt to become JEFS users as well. The vast majority of SRLs are "non-JEFS users" who conventionally file their documents at a courthouse.

eCourt Kokua provides the general public, non-JEFS users, and JEFS users with online access to case information, and online document purchase of non-confidential documents in all case types except traffic.

A glossary of JIMS-related terms is available in Appendix D.

Getting Started and Registration

The Judiciary will launch electronic filing statewide for Family Court civil cases on **April 25, 2022**.

Beginning on that date, all attorneys will be required by court rule to electronically file all documents in to Family Court civil cases through JEFS.

To electronically file documents, attorneys must register online through the Judiciary's Internet website. If you already have a JEFS User login and password for appellate, criminal or non-family civil cases, you may use your existing JEFS login/password to e-file documents in Family Court civil cases. You do not need to re-register.

If you are not already a JEFS user, register online as follows:

1. Click "Efiling" from the Judiciary home page (https://www.courts.state.hi.us).
2. Click "Judiciary Electronic Filing and Service System (JEFS) Login Page."
3. You will be directed to the JEFS login page, where you must click "Register for Access."
4. You then must submit the requested information to obtain your login and password.

There is no registration fee to use JEFS.

Law firms may designate a JEFS Organization Administrator who will be able to: (1) approve and manage the attorney JEFS users associated with the firm; (2) access all the documents for cases in which a member of the firm is a party; and (3) e-file documents on behalf of an attorney. To arrange for a JEFS Organization role, the firm should send their request to: helpdesk.requests@courts.hawaii.gov.

Mandatory Attorney E-filing Requirement

Per Hawaii Electronic Filing and Service Rules (HEFSR) 2.2, attorneys will be required to e-file all documents through JEFS effective April 25, 2022. Attorneys are strongly encouraged to register for JEFS and become familiar with the system well before April 25, 2022.

Revised Hawai'i Family Court Rules, HEFSR, and HCRR

JEFS users should be aware that in association with the JIMS Family Civil Project launch on April 25, 2022, significant revisions to the Hawai'i Family Court Rules (HFCR) were approved on March 30, 2022 by the Hawai'i Supreme Court.

Please refer to the court rules section of the Judiciary website for the current version of the HFCR.

In addition, Family Court practitioners should familiarize themselves with both the Hawai'i Electronic Filing and Service Rules (HEFSR) and the Hawai'i Court Records Rules (HCRR). These rulesets govern e-filing and the handling of court documents in the digital environment of the Judiciary Information Management System (JIMS). NOTE: JEFS is one part of JIMS.

Technical Requirements

The First Circuit makes the following technology equipment recommendations to use JEFS. If you or your information

technology staff need assistance, please email:
helpdesk.requests@courts.hawaii.gov

A personal computer that can support the following software and peripherals (Required).

- Operating System: Windows 7 or higher or Mac OS X or higher (Required).
- An Internet connection and Web Browser (Required): Chrome 44, Firefox 43, IE11, or Safari 9 (Recommended).
- One email address per JEFS user (Required).
- Monitor (Required) or two monitors (Recommended). A word processor (Required)/Microsoft Word (Recommended).
- Adobe Acrobat Reader (Required) for reviewing court documents and Adobe Acrobat Standard or Pro DC for editing/converting documents (Recommended).
- Scanner or Multi-Purpose Scanner/Copier/Printer (Recommended) may be necessary to convert paper documents to electronic PDF format.

Hoʻohiki Data Freeze

At the close of business on Wednesday, April 20, 2022, data entry into the Judiciary's existing case management system (HAJIS/Hoʻohiki) will be suspended, and there will be a blackout period to prepare for the transition and migration of data to JIMS before April 25, 2022. Consequently, the data that will be viewable online in Hoʻohiki on April 20 will represent the last snapshot of Family Court civil case information available in that system. Hoʻohiki will not be updated after April 20, 2022.

During the blackout period, court documents may still be conventionally filed at the courthouse, and hearing dates for motions can still be obtained in the usual manner. Please note that during the blackout period, documents that are filed court dates that are scheduled, minutes from hearings that occur, etc., will never be viewable in Hoʻohiki.

The entire JIMS system (including all case types) will be offline from 5 p.m. on Friday, April 22, 2022, to the launch of JIMS Family Civil on Monday, April 25, 2022.

- After April 25, 2022: Court documents that have been conventionally filed at the courthouse during the blackout period will be entered by court staff into JIMS.
- Information relating to court events, such as minutes from court hearings during the blackout period, will be manually entered into JIMS by the court staff.
- It may take court staff some time to complete inputs from the blackout period. Therefore, your patience is greatly appreciated.

Once JIMS launches, information about Family Court civil cases will no longer be viewable online in Hoʻohiki.

JEFS Availability

JEFS is available every day, including holidays and weekends except Monday through Saturday between midnight

through 4 a.m. (HST) for system maintenance. Maintenance on Sundays goes from midnight through noon.

E-filing may slow down before system maintenance at midnight. This may relate to e-filing volume, network, and other technical variables outside of JEFS and could cause an e-filing submission at this time to fail**. JEFS users should not e-file at the last minute before their filing deadline to avoid this problem.**

If JEFS is unavailable due to technical problems, JEFS users should revert to conventional filing with the Legal Documents Branch (LDB). If JEFS is unavailable due to natural or unforeseen circumstances that cause closure of the courts, filing deadlines may be extended by order of the Supreme Court. JEFS users should check the Judiciary website for special orders extending deadlines in the event of unanticipated court closures.

JEFS users will be automatically logged out of the system after 60 minutes of inactivity.

Case Types

When creating cases in JEFS, it is important for the JEFS user to select the correct Family Court civil case type. Failure to do so may result in processing delays, including the setting of hearings or the case being directed to the incorrect division.

The following Family Court civil case types are included in JEFS/JIMS for cases initiated after April 25, 2022:

Case Type (Case Abbreviation)

- Adult Abuse (FAB)
- Adoption (FAN)
- Family Court Appeal (FAL)
- Civil Union (FCU)
- Domestic Abuse (FDA)
- Divorce (FDV)
- Guardianship (FGD)
- Gun violence (FGV)
- Family Court Miscellaneous (FFM)
- Paternity (FPA)
- Termination of Parental Rights (FTM)
- Uniform Child Custody Jurisdiction & Enforcement Act (FUJ)
- Uniform Interstate Family Support Act (FUF)

The Family Court Miscellaneous (FFM) case type includes the following sub-case types:

- Administrative Findings and Order Support
- Assisted Community Treatment
- Child Custody
- Complaint for Support
- Emergency Examination – Adult
- Emergency Examination – Minor
- Foreign Custody
- Garnishment (necessary)
- Habeas Corpus
- Involuntary Hospitalization – Adult
- Involuntary Hospitalization – Minor
- Involuntary Outpatient Treatment – Adult Substance Abuse
- Involuntary Outpatient Treatment – Minor
- Involuntary Outpatient Treatment – Adult Mental Health
- Juvenile Expungement
- Name change
- Other
- Register Foreign Document

- Register of Foreign Documents
- Request for Decree

Looking Up Cases in JEFS/eCourt Kokua

The format to use when looking up cases in JEFS/eCourt Kokua for cases initiated after April 25, 2022, through JEFS/eCourt Kokua is: "1FDV-22-100" where "1" stands for First Circuit; "FDV" represents the divorce case type; "22" represents the year 2022 for the year of filing; and "100" refers to the case number.

For cases initiated prior to April 25, 2022, the cases are formatted differently and a guide to searching for these cases is available on the Judiciary's eCourt Kokua web page.

Case Parties – Access and Service

JEFS users should familiarize themselves with both the Hawai'i Electronic Filing and Service Rules (HEFSR) and Hawai'i Court Records Rules (HCRR) in addition to the revised Hawaii Family Court Rules (HFCR).

When JIMS Family Civil launches on April 25, 2022, attorneys will find that their active cases are already entered and accessible in JEFS.

Parties represented by JEFS users will be served electronically when they and/or their attorney receive a Notice of Electronic Filing (NEF). However, JEFS users must conventionally serve all documents at case initiation. In addition, JEFS users must conventionally serve documents throughout the case on all self-represented litigants who are not JEFS users, as provided in HEFSR 6.2 and the revised HFCR.

Attorneys have the capability in JEFS to e-file in non-confidential cases in which they are not a party or attorney of record. Attorneys also have the ability in JEFS to add themselves as a party in a non-confidential case. The latter will frequently occur at the beginning of a case after an attorney's client is conventionally served by another party/attorney.

Per HCRR 10.4, unless authorized by a court, an attorney shall not use JEFS to gain access to confidential information under seal in which the attorney is not a party or attorney of record. If a JEFS user adds themselves as a party to the case without filing a document, the JIMS system will automatically issue a Notice of Adding Parties to all parties via Notice of Electronic Filing (NEF).

Removing JEFS User from Old/Terminated Cases

Family Court civil attorneys will not be able to access their prior cases in JEFS beginning 30 days after the case terminated in JIMS. However, attorneys may receive a Notice of Electronic Filing (NEF) via email after a case is terminated they no longer represent a client. This is because an attorney may still be listed in JIMS as the attorney of record, and NEFs are automatically sent to an attorney's current email address. In other words, the termination of a case in JIMS does not automatically remove an attorney as attorney of record for the case.

An attorney accessing case(s) in which they no longer represent a client may violate statutes/rules relating to confidentiality.

Per HFCR Rule 87 (b)(2), an attorney can request that they be removed as attorney of record in a case. The attorney must follow the service requirements specified by the rule. If the case is active/pending, the requesting attorney should e-file a Motion to Withdraw (MTWC) in that case using the "Motion"/"Mtn For Withdrawal/Sub Of Cnsl" document category/type.

The appropriate staff will receive the motion and set it for hearing.

If the case is terminated, per HFCR Rule 87(a), an attorney should e-file a Notice of Withdrawal at the conclusion of the case using "Notice"/"Notice"document category/type. Appropriate staff are authorized to end date an attorney from these cases.

Form of Documents and Cover Sheets

The required format of documents filed in Family Court Civil cases is detailed in the recently revised HFCR 7.1. JEFS users should directly refer to the rule when preparing their documents for e-filing.

HFCR 7.1(c) states that the first page of every pleading, motion or other document shall contain a caption setting forth the name of the court, the title of the action, the case number, and the name of the pleading, motion, or other document as described below. The first page of each document shall have either a 3-inch top margin or a 3-inch-by-3-inch space in the top right corner to accommodate an electronic file stamp. The first page of each document shall also have a 1.5-inch bottom margin to accommodate a court certification.

Proposed findings, conclusions, orders, or judgments that are attached to a coversheet and submitted for signature pursuant to these Rules shall also comply with HFCR 7.1(c).

If you have any questions about the form of e-filed documents, please contact the Legal Documents Branch at (808) 954-8310 before you e-file any document.

Sealed vs. In-Camera Documents

When e-filing a document, an attorney has the option to file a document as "Sealed" or "In-Camera."

If the attorney selects "Seal," then the document will only be accessible to the parties on the case.

If the attorney selects "In-Camera," then only the assigned Judge and their designated employees will be able to view the document. The Court may order that certain parties can view the document in JEFS.

Both sealed and in-camera documents are not available for viewing or purchase by the public through eCourt Kokua.

HCRR Rule 9

Before electronically filing any document, the JEFS user should review all documents for personal information. If personal information appears in the document, then HCRR Rule 9 must be followed, which is briefly summarized as follows.

1. If Rule 9 applies, the filer will complete Rule 9 Form 1 (SCP349):

Fly Sheet for Document(s) Containing Confidential Information. This document shall be e-filed in JEFS as a lead document without being sealed or marked in-camera. When e-filing this document, use is the document category/type "Confidential Documents"/"Info Confidential Ntc - Hccr9".

2. Complete Rule 9 Form 2 (SCP350 Sample) Confidential Information Form. This document shall be e-filed in JEFS as a sealed, supporting document. When e-filing this document, use the document category/type "Confidential Documents"/"Info Confidential Doc - Hccr9". The "seal" check box in JEFS also must be selected.
3. The filing party shall redact all the personal information specified in HCRR Rule 2.19 from the publicly filed document. This redacted document shall be e-filed in JEFS and shall be available to the public.
4. The filing party shall provide the court with an unredacted version of the publicly filed document upon request.
5. After the hearing:
    a. If the redacted version of the document is to be filed by the court, the division staff e-files the document after it is signed by the judge.
    b. If an unredacted document with personal information is to be filed by the court, the party must provide the court with an electronic, editable version of the unredacted document. (This is necessary because the redacted version filed in JIMS may not be easily editable).
    c. If, after receiving the editable document from the party, significant changes to the document are made, the court should file a revised, redacted version of the publicly filed document.
    d. The judge signs the unredacted version of the document.
    e. The court staff e-files the unredacted version of the document in JIMS under seal.

Case Confidentiality During Case Creation

To help prevent the inappropriate disclosure of confidential information while ensuring public access to non-confidential court records, the following guidelines are provided when initiating cases in JEFS. However, please note that complying with confidentiality requirements set forth by statute/court rules is the responsibility of each JEFS user.

The following case types are categorically confidential in JEFS as required by statute/court rule:

- Adult Abuse
- Adoption
- Assisted Community Treatment
- Emergency Examination – Adult
- Emergency Examination – Minor
- Guardianship (of the Minor)
- Guardianship Registration

- Involuntary Hospitalization – Adult
- Involuntary Hospitalization – Adult Mental Health
- Involuntary Hospitalization – Minor
- Involuntary Outpatient Treatment – Minor Mental Health
- Involuntary Outpatient Treatment – Adult Substance Abuse
- Juvenile Expungement
- Termination of Parental Rights

When JEFS users create a new case in the case types listed immediately above, the JEFS system will automatically default the case to confidential status.

Therefore, documents e-filed in these categorically confidential case types do not have to be individually sealed in JEFS.

Paternity cases filed after December 31, 2020, are not categorically confidential by law. HRS §584 requires that the Judiciary make the titles of all court filings and the minutes of court proceedings in paternity cases available to the public. However, HRS §584 also requires all documents filed in paternity cases to be sealed. The JEFS system will automatically seal all documents e-filed in paternity cases to comply with this requirement.

Documents Sealed Upon Filing

Per HFCR 7.2, the following types of documents must be sealed upon filing, even if the case type involved is open to the public:

- Divorce Action Information/Matrimonial Action Information (MAI)/Civil Union Divorce Action Information (CUDA)
- Notice/Order to Withhold Income (ONW)
- Petition for Paternity (PFP)
- Hawai‘i Paternity Action Information
- Confidential Information Sheet/Form A (HPAI)
- Attachment for Information on Additional Children (ATTCH)
- Birth certificate (BC)
- Marriage certificate (DOC)
- Death certificate (CD)
- DNA testing results (MEDRE)
- Court ordered professional evaluation (MEDRE)
- Custody Investigation and/or Evaluation Reports (CER)
- Guardian Ad Litem reports (GALR)
- Kokua Kanawai reports (RKK)

Filing Fees

Attorneys may pay filing fees by credit card at the time of e-filing by using the NIC Hawaii secure online credit card system. There is no additional fee for online payment by the Judiciary. However, there is a 2.6% processing fee assessed by NIC Hawaii.

Attorneys may also opt to “Pay Later” at the courthouse or by mail. Payment must be made in cash (in person only), check, cashier's check, or money order within ten days of e-filing. Checks should be made payable to the "Clerk of the Court."

Under/overpayments will be reviewed by court staff in the Legal Documents Branch. If you have any questions about your fee assessment or under/over payments, please contact the Legal Documents Branch directly at (808) 954-8310.

A JEFS user can e-file a "Filing Fee Waiver Request" (APPRC) in a case. It is located under the "Application" category in JEFS. A judge will review the request, and the requestor will be notified when the judge makes a decision by a Notice of Electronic Filing (NEF).

Non-payment of Filing Fees

If a court filing fee is not paid within ten (10) days of e-filing, the initiating document or motion (ex. Paternity motions, respondent motion in TRO cases, etc.) may be stricken from JIMS. If the initiating document is stricken, the case may be dismissed.

PDF – Formatting, Bookmarks, and the 10 MB limit

JEFS only accepts documents uploaded in Adobe Portable Document Format (PDF) format. PDF documents may be created in several ways:

- In some versions of Microsoft Word, you may “save as” and select “PDF.” In other versions of Word, you may choose "Adobe PDF" on the toolbar and then select "Convert to PDF.”
- In recent versions of WordPerfect, you may select “publish to PDF” from the File menu.
- Most copy machines now include software that allows you to scan the document to create a PDF document. Please refer to the manufacturer's instructions.

JEFS will not accept PDF documents greater than 10MB. A message will pop up if the document exceeds the size limit, and JEFS will not accept your document for filing.

The document's content and formatting may impact the overall file size in PDF format. For example:

- Documents converted from Word or WordPerfect and signed with a “/s/” will be smaller in size than documents that are scanned in with an original or inked signature.
- Documents comprised of only text will be much smaller than a document that contains graphics or color images.
- Resolution of scanned documents should be set no less than 200 dpi (dots per inch) and no greater than 300 dpi. Lower resolution scans will not print with sufficient quality, and higher resolution scans will considerably increase the file size.

Before e-filing, JEFS users should view the file size and divide the document into separate PDF documents as needed. If the JEFS user has Adobe Acrobat Professional, PDF files can also be “optimized” to reduce file size.

Documents should be scanned using optical character recognition (OCR) when possible.

In addition to a numbered index, documents e-filed with multiple sections should have assigned PDF bookmarks.

Documents Filed in Error

An attorney who e-files a document in the wrong case, e-files an incorrect version of a document, adds the wrong party to the case, or otherwise e-files a document in error, should immediately call the Legal Documents Branch for a case just created, or the appropriate Family Court division for a previously existing case. Be prepared to

provide the case ID, the docket number, a detailed explanation of the error, and the e-filing date and time.

In some instances, the clerk cannot change the entry without a court order. The filing party will need to e-file an ex parte motion ("Motion"/"Ex Parte Motion"--EXPM) and proposed order ("Order"/"Proposed Order"—PROD) to correct the record in such cases. The clerk's corrective action, if allowed, will generate a Notice of Correction (NOC) that will be emailed to JEFS users via a Notice of Electronic Filing (NEF). The party who made the error is responsible for conventionally serving the notice to non-JEFS user parties.

Importance of Docket Descriptions/Codes When E-filing

When e-filing a document, the JEFS e-filer must take great care to use the correct document category/type corresponding to the document being filed. Examples of docket categories/types are mentioned throughout this guide. A comprehensive listing of prescribed docket categories/descriptions used in the First Circuit is available beginning in Appendix A.

E-filing a document using the wrong document category/type may result in delayed document processing. A JEFS user may need to directly contact the court if court action is necessary.

Notice of Electronic Filing (NEF) and Conventional Service

After a document is e-filed, JIMS automatically sends a Notice of Electronic Filing (NEF) by email to registered JEFS users. The NEF will include the case ID, case title, filing date and time, filing parties, document name, and a listing of the parties electronically served and who needs to be conventionally served. The NEF is sent as follows:

- When attorneys and firm staff initiate a new case in JEFS, the initiator will receive the NEF. Case initiators must remember to add themselves as a party to the case to continue to receive all future NEFs after case initiation.
- When a JEFS user e-files a document in an existing case.
- When court staff e-files a document and/or makes a docket entry in a case.

Parties not provided service via NEF must be served conventionally as mandated by Rule 6.2 of the Hawaii Electronic Filing and Service Rules. Requirements for service in Family Court cases are also governed by HFCR 4.

Document Service by Process Server

Process Servers hired by JEFS users must return service documents to the JEFS user for e-filing. Process Servers employed by JEFS users should not drop off their service documents to the Legal Documents Branch.

Signatures

Per the Hawai'i Electronic Filing and Service Rules (HEFSR) 5.1, all JEFS users must sign electronically filed documents by typing their name in the space usually reserved for a handwritten signature preceded by "/s/" (e.g., "/s/ Jane Lawyer"). Only in signing conventionally filed (paper) documents should wet signatures be used.

Obtaining Hearing Dates by Motions

Motions requiring hearing dates (MOT) should be e-filed using the "Motion" / "Motion For _____" document category/type or a more specific docket description (see Appendix A).

In divorce and civil union cases, the JEFS user requesting a hearing will e-file a motion and separately e-file a Proposed Scheduling Order/Notice of Hearing as a supporting document. Proposed orders (PROD) filed with motions should be e-filed using the "Order"/"Proposed Order_____" document category/type.

If granted, the court clerk will e-file a scheduling order and schedule the event in JIMS. The filing party must conventionally serve self-represented parties who are not JEFS users.

Ex Parte Motions for Hearing Dates

In Family Court Civil cases, a JEFS user shall e-file:

1. The Ex Parte Motion (EXPM)
2. Proposed Order Granting/Denying the Ex Parte Motion (PROD)
3. Motion (MOT)
4. Proposed Scheduling Order (PROD)/Notice of Hearing (4 separate documents).

The Ex Parte Motion (EXPM) must be e-filed using the "Motion"/"Ex Parte Motion" document category/type.

The Proposed Order (PROD) must be e-filed using the "Order"/"Proposed Order_____" document category/type.

If the Ex Parte Motion is granted, the calendar court clerk will e-file the Ex Parte Order and the scheduling order, then create an event in JIMS.

If necessary, the filing party must conventionally serve self-represented parties who are not JEFS users.

Non-Hearing Motions

For non-hearing motions, JEFS users will e-file using the appropriate, specific docket description available in JEFS (e.g. Motion for Reconsideration). See Appendix A for the First Circuit's listing of prescribed document descriptions.

Submission of Proposed Orders, Decrees, and Judgments

All Proposed orders, decrees, and judgments should be e-filed with a proposed coversheet (PROD) as the first page (e.g., Plaintiff John Doe's Proposed Order Denying Motion to Dismiss). Please do not e-file proposed orders, etc., unless you have first attempted to secure or have secured approval as to form from all other parties as required by HFCR 58(a).

If any document not approved as to form within the time specified or is disputed, then you may file a Notice of Submission with the proposed order, etc., as set forth in HFCR 58. Objections to the form of a proposed order should be filed within the time specified in HFCR 58 along with the objecting party's counter-proposed order, decree, or judgment. The following docket

categories/types should be used when filing proposed orders, etc.:

A Notice of Submission (NSUB) shall be e-filed using the "Notice"/"Notice-Submission" document category/type.

Proposed orders (PROD) shall be e-filed using the "Order"/"Proposed Order" document category/type.

For paternity cases, a proposed judgment (PJDG) shall be e-filed with the "Judgment"/"Proposed Judgment" document category/type.

The court will review and sign proposed orders, decrees, and judgments e-filed by court staff. Prevailing parties are required to conventionally serve unrepresented parties who are not registered JEFS users.

Pre-Signed Subpoenas and Summons

Upon request, registered attorney JEFS users may obtain pre-signed and sealed electronic PDF subpoena and summons forms from the Legal Documents Branch. The pre-signed PDF subpoena and summons forms can only be used by Hawai'i State Bar members and will not be accessible on the Judiciary's Internet website.

Self-represented parties must conventionally fill out subpoena and summons forms and present them to the Legal Documents Branch at the filing counter to be signed, filed and sealed.

Once a subpoena and summons are served, the return of service is either: (1) scanned and e-filed by the JEFS user or (2) conventionally filed by the self-represented party at the Legal Documents Branch, where it will be scanned and e-filed into JIMS by the clerk.

Per HRCP 45(a), Legal Documents Branch staff will provide hard copy, blank, signed, and sealed subpoena forms to attorneys and self-represented parties who appear in person at the courthouse and request them from Legal Documents.

Parties must e-file/file the first page of the subpoena/summons form at issuance and the second page after service.

Certified Copies of Court Documents

Consistent with current Judiciary policy in both the State Appellate, Criminal and Civil courts, the certification fee will no longer be waived if certification of a filed document is requested at the counter.

Certified copies of non-confidential court documents filed in JEFS can be purchased from eCourt Kokua, the website through which the public may access court information online. Once purchased, an electronic certification will appear in red on the bottom of the document's first page.

Alternatively, certified copies of court documents may be purchased at the courthouse. Conventionally certified copies will include the traditional, embossed seal.

Requests for Copies of Confidential Records

For all confidential cases other than adoptions, the JEFS user must prepare the Ex Parte Application regarding Confidential

Family Court Record(s) and the Proposed Order (with a coversheet) as two separate documents. The Application (APPCF) must be e-filed using the “Application”/“Appl Re Confid Fam Crt Recds” document category/type. The Legal Research and Adoption Unit (LRU) will review the request and present the proposed order to a judge. The JEFS user will be notified of the e-filed order via a Notice of Electronic Filing (NEF).

Requests for adoption records must follow a separate procedure. Whether or not the JEFS user knows the adoption case number, the JEFS user must prepare: 1) an Ex Parte Request Regarding Confidential Records of the Family Court (EXPM) and 2) a proposed order (PROD) with a coversheet.

The JEFS user must initiate the adoption records request by creating a new adoption case in JEFS with the subcase type "Adoption Records." At case initiation, the JEFS user must e-file the ex parte request (EXPM) using the “Motion”/“Ex Parte Motion” document category/type and the proposed order (PROD) using the “Order”/“Proposed Order_____” document category/type.

The Legal Research and Adoption Unit will review the request, search for the records, and refer the motion to a judge. The JEFS user will be notified via a Notice of Electronic Filing (NEF).

Request for Audio Recordings of Family Court Proceedings and Transcripts

Audio Recording (CD) Request

The JEFS user must prepare and e-file to the case a Request for Audio Compact Disc of Family Court Proceedings (RAV) and a Proposed Order Granting/Order Denying Request for Audio Compact Disc of Family Court Proceedings (PROD) (with coversheet).

The request (RAV) must be e-filed using the “Document”/“Req For Audio-Video Recording” document category/type.

If the request is granted, the JEFS user will be notified via a Notice of Electronic Filing (NEF), and an AV coordinator at Ka'ahumanu Hale will be notified to fulfill the request. When the CD is ready, the JEFS user will be contacted by the AV coordinator about payment and pickup.

Requesting a Transcript of a Recording

The JEFS user must prepare and e-file to the case a Request for Transcripts of Proceedings (RT) and Proposed Order (PROD) form.

For non-confidential hearings, the JEFS user must e-file their request (RT) using the “Document”/“Request for Transcript” document category/type, then select “Court Reporter”/“Recorded Proceeding First Circuit” when selecting the Court Reporter. This will prompt a Notice of Electronic Filing (NEF) to be sent to the Court Reporters office in Kaʻahumanu Hale.

For confidential hearings, the JEFS user would indicate such on the Request for

Transcripts of Proceedings(RT) and Proposed Order (PROD)form. The request must be e-filed using the "Document"/"Req For Audio-Video Recording" document category/type. Once the request is reviewed by a judge and processed, both the JEFS user and AV Coordinator will be notified via an NEF.

The assigned Court Reporter will contact the JEFS user requestor with the estimated completion date and estimated transcript cost.

Court Forms

First Circuit forms that were previously available on the Judiciary Internet website will be modified for JEFS use and can be accessed on the court forms webpage at https://www.courts.state.hi.us/self-help/courts/forms/oahu/family_court_forms.

Guidance on Case Initiation for Specific Case Types and Processes

This section provides information necessary for JEFS users to properly initiate specific case types in JEFS. If you have any questions about how to e-file documents after case initiation, please contact the court directly (See Contact Info Section).

Domestic Division Cases (Divorce and Civil Union)

Documents that were conventionally filed in the past as part of the initial divorce packet need to be individually e-filed in JEFS as separate documents.

The UDA Packet without Children May Consist Of:

- Matrimonial Divorce Action Information
- Civil Union Divorce Information
- Affidavit of Plaintiff (APL)
- Income and Expense Statement of Plaintiff (IESP)
- Asset and Debt Statement of Plaintiff (ADSP)
- Appearance and Waiver (AW) or
- Statement of Mailing (SM)
- Proof of Service (if proceeding by Default) (POS)
- Income and Expense Statement of Defendant (IESD)
- Asset and Debt Statement of Defendant (ADSD)
- Proposed Divorce Decree (PDD)

The UDA Packet with Children May Consist of:

- Matrimonial Divorce Action Information
- Civil Union Divorce Information
- Affidavit of Plaintiff (APL)
- Income and Expense Statement of Plaintiff (IESP)
- Asset and Debt Statement of Plaintiff (ADSP)
- Appearance and Waiver (AW) or
- Statement of Mailing (SM)
- Proof of Service (if proceeding by Default) (POS)
- Income and Expense Statement of Defendant (IESD)
- Asset and Debt Statement of Defendant (ADSD)
- Notice of Kids First (E-file after case is initiated)
- Child Support Guidelines Worksheet (CSGW)

- Supplemental Affidavit Re: Direct Payment Child Support (SAP) (if child support is paid directly) or
- Order/Notice to Withhold Income for Support (ONW) (if child support is paid through CSEA)
- Proposed Divorce Decree (PDD)

For contested cases, JEFS users will e-file:

- motions before the court (i.e. MOT)
- memorandum in opposition (MEO)
- position statement (PSTMT)
- financial information sheet (IESP for plaintiffs/IESD for defendants)
- exhibit lists (EL)

After a divorce decree is filed in a case, if an attorney no longer wishes to receive electronic service on that case, the attorney shall e-file a Notice of Withdrawal (NTCE) 30 days after the filing of the decree using the "Notice"/"Notice" document category/description at the appropriate time under HFCR 87.

Parentage Cases

JEFS users must initiate Parentage Cases using the Parentage Act (PA) case type. The case initiating document is the Petition for Paternity (PFP) and should be e-filed using the "Petition"/"Pet Pat/Cust Visit & Supp Ord" document category/type.

In addition to the petition, the following documents should be separately e-filed at case initiation:

1. Attachment for Information on Additional Children
2. Copy of Birth Certificate(s) of Child(ren) (BC)
3. Paternity Financial Information Sheet (PFIS)
4. Child Support Guidelines Worksheet (CSGW)
5. Hawaii Paternity Action Information Sheet (GSGW)
6. Proposed Parenting Plan (PPP)
7. Proposed Summons (PDOC)

The JEFS user will be notified via Notice of Electronic Filing (NEF) when a Summons has been filed, and a hearing has been scheduled.

Child Support Enforcement Agency (CSEA) initiated paternity cases must be initiated using the Complaint (CMP) document category/type. CSEA will also e-file the following documents:

1. Ex Parte Motion (EXPM) for Order Authorizing Service by Publication
2. Declaration of Counsel (DEC)
3. Proposed Order Authorizing Service by Publication (PROD)
4. Proposed Notice of Publication (PDOC)

Note: For specific document categories/ descriptions of these documents, please refer to Appendix A.

Kids First Registration and Excusal

(Divorce Cases with Children and Paternity Cases)

The Notice to Attend Kids First (KIDS) should not be e-filed at the same time the divorce case is initiated in JEFS. Immediately after the divorce with children case is initiated in JEFS, JEFS users should:

1. Fill in the Notice to Attend Kids First form (KIDS), available on the

Judiciary website's Family Court Forms webpage.
2. Email the Kids First office at kidsfirst.1CC@courts.hawaii.gov to request a scheduled event date.
3. Immediately complete the Notice to Attend Kids First form, including the provided Kids First event date, and e-file the notice (KIDS) to the case using the "Notice to Attend Kids First" docket description.
4. JEFS users must provide conventional service as needed to non-JEFS user parties.

To request an excusal from Kids First, JEFS users must e-file the "Request to be Excused from Kids First Program" form (REXC) that is available on the Judiciary Internet website's Family Court Forms section using the "Motion"/"Request to be Excused Appearance" document category/type.

Child Support Modification (Requested Outside of Paternity or Divorce Cases)

If there is no active paternity, divorce, or civil union case, and a request is being made to modify child support, JEFS users must initiate a Family Court Miscellaneous case and e-file the Motion and Declaration to Modify Child Support (MMCS), using the document category/type "Motion"/"Mot & Dec To Mod Child Support." The following documents should also be e-filed at case initiation:

1. Financial Information Sheet (FIS)
   or
   Income/Expense and Asset/Debt Statements (IES)/(ADS/ADSB/ADSD/ADSP)
2. Child Support Guidelines Worksheet (CSGW)
3. Copy of Last Three (3) Paystubs (ATTH)
4. Hearing Scheduling Order (filed separately as Proposed Notice of Hearing (PDOC)
5. Proposed Hearing Scheduling Order (PROD) as a supporting document (with coversheet) concurrently with the motion.

In Child Support Enforcement Agency (CSEA) cases, JEFS users must e-file the Administrative Findings and Order (AFO) using the "Complaint"/ "Administrative Findings & Ord" document category/type

Note: For specific document categories/descriptions of these documents, please refer to Appendix A.

Temporary Restraining Orders (TRO)

JEFS users must initiate TRO cases through JEFS by e-filing the: 1) Petition (EPTRO); 2) Proposed order (PROD), and 3) Proposed Notice of Hearing (PDOC).

JEFS users will be notified by a Notice of Electronic Filing (NEF) of the order denying the request or granting the request with a hearing date.

Gun Violence

JEFS users must initiate Gun Violence cases through JEFS by e-filing the following:

1. Petition for Ex Parte Temporary Gun Violence Protective Order and Petition for One-Year Gun Violence Protective Order (GVPET). Use "Petition"/"Pet Ex Parte Temp Gv

Prot Ord" docket category/ description.
2. Proposed order (PROD)
3. Proposed Notice of Hearing (PDOC).

JEFS users will be notified by a Notice of Electronic Filing (NEF) of the order denying the request or granting the request with a hearing date.

Adult Abuse per HRS 346, Part X (HRS 346-221 to 346-253)

The Dept. of the Attorney General – Family Law Division (AG/FLD) must prepare the Petition for Protection (PET) and initiate as a FAB (Adult Abuse)case in JEFS.

In addition to the petition, the following documents shall be filed at case initiation:

1. Ex Parte Application for Immediate Protection (APP)
2. Proposed Order for Immediate Protection (PROD)
3. Proposed Notice of Order to Show Cause Hearing (PDOC)
4. Ex Parte Motion to Consolidate Hearings on the Petition for Protection and Petition for Appointment of a Guardian of an Incapacitated Person (EXPM)
5. Proposed Order Granting/Denying Ex Parte Motion to Consolidate Hearings on Petition for Protection (PROD) and Petition for Appointment of a Guardian of an Incapacitated Person (PET)
6. Proposed Notice of Hearing (PDOC)

Note: For specific document categories/descriptions of these documents, please refer to Appendix A.

Adoption of Minor (Consent)

JEFS users must initiate the Adoption case and indicate the "Minor Adoption - Consent" subtype. The following documents shall be separately e-filed at initiation:

1. Petition for Adoption (PET)
2. Adoption Information Sheet (AIS)
3. Notice to DHS of Pendency of Action (DHS)
4. List of Exhibits (LE)
5. Medical Records and Information (MEDRE)
    a. Medical Information Fly Sheet
    b. Medical Information
    c. Medical Record Release
    d. Mother's Medical Records of the Child(ren)'s Birth
    e. Mother's Release of the Record
6. Ex Parte Motions (EXPM) and Proposed Orders (PROD)

The Petition for Adoption (PET) must be e-filed using the "Petition"/"Petition For ____" document category/type.

JEFS user will conventionally file at the courthouse the Medical Information Flysheet and a sealed envelope that contains the medical records (documents 1(e)(ii) through 1(e)(v).

The JEFS user will have the option of making payment at the time of filing within the 10-day allowable period.

JEFS user must serve filed certified copies of the Adoption Information Sheet and the Notice to DHS of Pendency of Action to DHS via certified mail, return receipt requested. JEFS user shall e-file the Statement of

Mailing, Exhibits "1" and "2" (SM12). DHS has twenty-one (21) days to conduct a CPS background check on the Petitioner and submit a "clearance letter" to the Legal Research and Adoption Unit (LRU) for review.

LRU will contact the JEFS user if additional information is required. JEFS users will be notified of a hearing date via a Notice of Electronic Filing (NEF).

Adoption of Minor (Non-Consent)

JEFS users must initiate the Adoption case and indicate the "Minor Non-Consent" subtype. The following documents shall be e-filed separately during case initiation:

1. Petition for Adoption (PET)
2. If the non-consenting parent(s) live in the State of Hawai'i:
   a) Proposed Summons (PDOC)
3. If the non-consenting parent(s) do not live in the State of Hawai'i:
   a) Service by Mail
      i) Supporting Affidavit (For Service by Mail or Personal Service Without the State) (SAFF)
      ii) Proposed Order for Service by Mail (PROD)
      iii) Proposed Notice of Time and Place of Hearing (By Mail or Personal Service Without the State) (PDOC)
   b) Personal Service Without the State
      i) Supporting Affidavit (For Service by Mail or Personal Service Without the State) (SAFF)
      ii) Proposed Order for Personal Service Without the State (PROD)
      iii) Proposed Notice of Time and Place of Hearing (By Mail or Personal Service Without the State) (PDOC)
4. If the non-consenting parent(s) is unknown or their whereabouts are unknown:
   a) Service by Publication
      i) Affidavit in Support of Publication (no court form available) (AF)
      ii) Proposed Order for Service by Publication (PROD)
      iii) Proposed Notice of Time and Place of Hearing (By Publication) (PDOC)
      iv) Proposed Publication Notice (separate document) (PDOC)

After initiating the case, the JEFS user will separately e-file the following documents as appropriate:

1. Ex Parte Motion for Fee Waiver(APPRC) with Proposed Order Granting/Proposed Order Denying (PROD)
2. Ex Parte Motion for Custody Pendente Lite (EPCC) with Proposed Order Granting/Proposed Order Denying
3. Proof of Service (served by Summons) (POS)
4. Adoption Information Sheet (AIS)
5. Notice to DHS for Pendency of Action (DHS)
6. List of Exhibits (LE)
7. Statement of Mailing, Exhibits "1" and "2" – regarding Notice to DHS (SM12)

The Petition for Adoption (PET) must be e-filed using the "Petition"/"Petition For ____" document category/type.

Note: For specific document categories/descriptions of these documents, please refer to Appendix A.

As applicable, the JEFS user will e-file a separate Proposed Order for Service by Mail (PROD), Proposed Order for Service by Personal Service Without the State (PROD), Proposed Order for Service by Publication (PROD), Proposed Notice of Time and Place of Hearing (PROD), Proposed Summons (PDOC).

The JEFS user will receive a response from the court via a Notice of Electronic Filing (NEF).

Name Change of Minor per HRS §574-5

JEFS users must initiate a Family Court Miscellaneous case and e-file the Petition to Change Name of Minor Child(ren) (PET) using the "Petition"/"Petition For ____" document category/type.

JEFS users must also prepare the Proposed Notice of Hearing (PDOC) and e-file it separately from the Petition as a supporting document and using the "Document"/"Proposed Document" document category/type.

Assisted Community Treatment

The JEFS user must initiate the case as a Family Court Miscellaneous case and e-file the Petition for Assisted Community Treatment (PET) using the "Petition"/"Petition For____" document category/type. The JEFS user should also e-file a proposed Notice of Hearing (PDOC).

Involuntary Hospitalization

The Dept. of the Attorney General – Family Law Division (AG/FLD) must prepare the Petition for Involuntary Hospitalization and initiate as a FC miscellaneous case in JEFS. The AG/FLD will add the Office of the Public Defender (OPD) as a party to the case.

AG/FLD will input the hearing date on the proposed Notice of Hearing which is set on a Thursday no later than ten (10) days after the filing of the petition.

AG/FLD will e-file the Notice of Hearing (NOH) separately as a supporting document concurrently with the above petition.

Emergency Examination

Before initiating a case in JEFS, the designated applicant should call the Legal Research and Adoption Unit at (808) 954-8144 and request an Order Granting Ex Parte Motion for Emergency Mental Examination (MH-2) pursuant to HRS §334-59(a)(2).

Guardianship

The JEFS user shall e-file the following documents to initiate a case:

1. Petition for Appointment of a Guardian of an Incapacitated Person (PET) or Petition for Appointment of a Guardian of a Minor(s) (PETM)
2. Proposed Notice of Hearing (NOH), with coversheet
3. List of Exhibits (if it is turned in at the same time as the petition) (LE)
4. Waiver of Notice and Consent to Guardianship (if necessary) (WNC)

A Notice of court date (NOCD) will be e-filed with the hearing date. The JEFS user must print copies of the e-filed documents and personally serve the respondent and other parties. After service is completed, the JEFS

user must e-file a Statement of Mailing (SM)/Proof of Service (POS).If needed, efile a Waiver of Notice and Consent to Guardianship.

Termination of Parental Rights

Except for child welfare cases, JEFS users must initiate Termination of Parental Rights (FTM) cases by e-filing the Petition for Forfeiture and Termination of Parental Rights (PET) with a:

1. Proposed Notice of Hearing (PDOC) (with coversheet)
2. Proposed Notice to DHS of Pendency of Action (PDOC) (with coversheet).

The petition (PET) must be e-filed using the "Petition"/"Petition For ____" document category/type.

The JEFS user will be notified of the court's decision via Notice of Electronic Filing (NEF).

Enhancements

The Judiciary welcomes suggestions on how JEFS can be improved. Between April 25 and May 31, 2022, attorneys can call the Statewide JIMS Family Civil help desk at (808) 534-6644 or email their suggestions to helpdesk.request@courts.hawaii.gov. After May 31, 2022, suggestions may be made to the Legal Documents Branch at (808) 954-8310.

Contact Information/Support

Before the launch of JIMS Civil, general questions can be directed to the Circuit Court Legal Documents Branch (808) 954-8310. **Between April 25 and May 20, 2022**, attorneys can call the First Circuit JIMS Family Civil help desk at (808) 954-8101. Email inquiries can be sent to FCCivil.1CC@courts.hawaii.gov during this period.

APPENDIX A: JEFS Document Categories/Types for Family Civil Cases in the First Circuit

This is a list of the document categories/types available for attorneys to use in First Circuit Family Civil Cases:

Document Category	Document Type	Docket Code
Application	Appl Re Confid Fam Crt Recds	APPCF
Application	Application	APP
Application	Application-Minor	APPM
Application	Ex Parte App-Depo Writ Interog	ETD
Application	Filing Fee Waiver Request	APPRC
Application	Rqst Access Court Record-Hccr	RACR
Brief	Answering Brief	AB
Brief	Opening Brief	OB
Brief	Reply Brief	RB
Brief	Supplemental Opening Brief	SOB
Complaint	Administrative Findings & Ord	AFO
Complaint	Advise Waiv & Consnt Jdg Pater	AWCJ
Complaint	Civil Union Divorce Info	CUDA
Complaint	Complaint	CMP
Complaint	Complaint Amended	CAMD
Complaint	Complaint And Summons	CMPS
Complaint	Counterclaim	CCLAI
Complaint	Cross Claim	XCL
Complaint	Exempl Foreign Judgment	EFJ
Complaint	Matrimonial Action Info	MAI
Complaint	Not Of Appeal To Family Court	NAF
Complaint	Notice Kids First	KIDS
Complaint	Reg Of Foreign Child Cust Ord	RFCC
Complaint	Registration Of Support Order	RSUPO
Complaint	Uniform Support Petition	USP
Confidential Documents	Confidential Letter - Hccr9	9LTR
Confidential Documents	Info Confidential Doc - Hccr9	9INFC
Confidential Documents	Info Confidential Ntc - Hccr9	9INF
Counsel	Affid/Dec Re: Atty Fees,Cost	ADFC
Counsel	Mtn For Withdrawal Of Appeal	MWA
Counsel	Mtn/Req For Atty'S Fees/Costs	MFC
Counsel	Request For Attorney Fees And	RAFEE
Counsel	Withdrawal & Substi Of Counsel	WSUB
Document	Certificate Of Live Birth	CLB
Document	Deposition	DEPO
Document	Document	DOC

Document Category	Document Type	Docket Code
Document	Exhibit List	EL
Document	List Of Exhibits	LE
Document	List Of Witnesses	LW
Document	Prop Find Facts, Cncl Of Law	PFOF
Document	Proposed	PROP
Document	Proposed Document	PDOC
Document	Proposed Order	PORD
Document	Receipt	REC
Document	Req For Audio-Video Recording	RAV
Document	Req Wdwl Of Exhs & Receipt	WDWE
Document	Request For Transcript	RT
Document	Response To Order To Show Cau	ROSC
Document	Withdrawal	WDW
Document	Witness And Exhibit Lists	WEL
Document	Witness List	WL
Document	Written Request For Disclosure	WRD
Event Status	Entry Of Default	EOD
Judgment	Cert Of Expung Juv Arrest Rec	CEXP
Judgment	Judgment & Not Entry Of Judg	JNEOJ
Judgment	Proposed Judgment	PJDG
Judgment	Stipulated Judgment	SJUDG
Media	Application For Extd Coverage	AEC
Memorandum	Memorandum	MEMO
Memorandum	Memorandum In Opposition	MEO
Memorandum	Memorandum In Support Of	MES
Memorandum	Memorandum Of Pretrial	MEP
Miscellaneous	Appearance Of Counsel	AP
Miscellaneous	Change Of Address	COA
Miscellaneous	Divorce Mediation Referral	DMR
Miscellaneous	Letter	LT
Miscellaneous	Property Division Chart	PRDIV
Miscellaneous	Transcript Of Proceedings	TOP
Motion	Epm-Svc By Mail&Posting By Pub	EXSMP
Motion	Ex Parte - Svc By Publication	EXPUB
Motion	Ex Parte Mot-Emerg Guardshp	EPEG
Motion	Ex Parte Mot-Exam Judg Debtor	EMOE
Motion	Ex Parte Motion	EXPM
Motion	Ex Parte Motion/Petition	EXPMP
Motion	Ex Parte-Iss Out Of State Depo	EPIC
Motion	Ex Parte-Issue Garnishee Sumns	MIGS
Motion	Ex Parte-Serv By Cert Mail	EPSUM

Document Category	Document Type	Docket Code
Motion	Expm Mot/Dec Svc W/O State;Ord	EPSWO
Motion	Expm Svc Mail & Post Lieu Pub	EPSPO
Motion	Expm-Advance/Expedite	EXEXP
Motion	Expm-Custody Pendente Lite	EPCC
Motion	Expm-Waive Fees & Surcharges	EXWAI
Motion	Mot & Dec To Mod Child Support	MMCS
Motion	Mot Mod Ord Appt Guard Or Term	MMGT
Motion	Mot Ret Firear Ammu Perm & Lic	MFIRE
Motion	Mot To Amd/Extend/Dissolve Eo	MTAD
Motion	Mot-For Confirmation Of Sale	MSALE
Motion	Motion Extend Protective Order	MEPO
Motion	Motion For _____	MOT
Motion	Motion For Extension Of Time	MXT
Motion	Motion For Post Decree Relief	MPOR
Motion	Motion For Pre Decree Relief	MPRR
Motion	Motion For Reconsideration	MR
Motion	Motion For Serv By Mail; Order	MOSM
Motion	Motion For Stay	MSTA
Motion	Motion For Waiver Of Costs	MW
Motion	Motion In Limine	MLN
Motion	Motion Post-Decree or Judgment	MPOST
Motion	Motion Pre-Decree or Judgment	MPRE
Motion	Motion To Appear Pro Hac Vice	MPHV
Motion	Motion To Compel Discovery	MTCD
Motion	Motion To Continue	MCON
Motion	Motion To Continue - Deft/Resp	MCR
Motion	Motion To Continue - Pltf/Petr	MCP
Motion	Motion To Dismiss	MD
Motion	Motion To Dissolve	MDIS
Motion	Motion To Expunge	MEXP
Motion	Motion To Quash	MQSH
Motion	Motion To Reinstate	MOTR
Motion	Motion To Set	MSET
Motion	Motion To Set Aside	MSA
Motion	Motion To Vacate	MVAC
Motion	Motion/Summary Judgment	MSJ
Motion	Mot-Partial Summary Judgment	MPSJ
Motion	Mtn For Withdrawal/Sub Of Cnsl	MTWC
Motion	Non-Hearing Motion	NHM
Motion	Other Procedural Motion	OM
Motion	Repetition For Invol Hosp	REP

Document Category	Document Type	Docket Code
Motion	Request	REQ
Motion	Request For Default By Clerk	EXREQ
Motion	Request For In Forma Pauperis	IFP
Motion	Request To Excuse Appearance	REXC
Notice	Amended Notice Of Appeal	ANOA
Notice	Amended Notice Of Cross-Appeal	AMNXA
Notice	Amended Notice Of Hearing	ANH
Notice	Demand For Notice	DFN
Notice	Not Appt Guard & Right Req Mod	NAPG
Notice	Not Re Invol Civil Commitment	NICC
Notice	Not W/Drawal Of Mtn Filed On	NWDL
Notice	Notice	NTCE
Notice	Notice Of Appeal	NA
Notice	Notice Of Appeal-Agency	NAG
Notice	Notice Of Dismissal	DISM
Notice	Notice Of Dismissal - Partial	NOPD
Notice	Notice Of Entry Of Judgment	NEJ
Notice	Notice Of Extension	NEXT
Notice	Notice Of Filing Report	NFR
Notice	Notice Of Hearing	NOH
Notice	Notice Of Limited Appearance	NLA
Notice	Notice Of Removal	NREMV
Notice	Notice Of Setting	NSET
Notice	Notice Of Taking Deposition	NTDEP
Notice	Notice-Appearance /Counsel	NAPP
Notice	Notice-Bankruptcy	NBR
Notice	Notice-Dismissal W/O Prejudice	NDO
Notice	Notice-Dismissal W/Prejudice	NDW
Notice	Notice-Entry Judgment/Order	NEJO
Notice	Notice-Pendency Of Action	NPA
Notice	Notice-Resetting	NOR
Notice	Notice-Submission	NSUB
Notice	Waiver-Notice	WON
Order	Adm Ord Terminat Child Support	ATERM
Order	Ord/Not W/Hold Inc Child Supp	ONW
Order	Order Re Return Of Firearms	OFIRE
Order	Prop W/Drawal & Subst Of Couns	PWSUB
Order	Proposed Order _____	PROD
Other Documents	Agreemnt & Consnt Limitd Apper	ACLA
Other Documents	Amd Findings/Fact Concl Of Law	AFOF
Other Documents	Flag Sheet	FLAG

Document Category	Document Type	Docket Code
Other Documents	Other	OT
Other Documents	Proposed Divorce Decree	PDD
Other Documents	Withdrawal Of Limitd Appear	WLA
Petition	Amended Petition	AMPET
Petition	Emergency Ex Parte Petition	EMEPP
Petition	Ex Parte Petition	EPP
Petition	Ex Parte Petition For Tro	EPTRO
Petition	Pet (Ex Pte) Est Foreign Adopt	PEXFA
Petition	Pet Cust Visit Sup Ord Aft Vep	PVEP
Petition	Pet Disestablish Paternity	PFPD
Petition	Pet For Adoption (Adult)	PFAA
Petition	Pet Pat/Cust Visit & Supp Ord	PFP
Petition	Pet-Adopt (Child Protect Act)	PFACH
Petition	Petition For ____	PET
Petition	Petition-Minor	PETM
Report	Init Rpt Guardian Incap Per	IRGIP
Reports and Findings	Annual Rpt Of Guardian	ARG
Reports and Findings	Bankruptcy Status Rpt	BKSR
Reports and Findings	Catholic Char Hawaii Stat Rep	CCH
Reports and Findings	Custody Evaluators Report	CER
Reports and Findings	Custody Investigation Unit Rpt	CIUR
Reports and Findings	Guardian Ad Litem Report	GALR
Reports and Findings	Report Of The Fact Finder	RFSO
Reports and Findings	Report-Kokua Kanawai	RKK
Reports and Findings	Rept Fr Volunteer Settle Mstr	RVSM
Reports and Findings	Status Report/Recommendation	SRR
Response	Answer	ANSW
Response	Answer & Disclosure	AAD
Response	Answer To Complaint	ANCMP
Response	Appearance & Waiver	AW
Response	Consent	CONST
Response	Reply	REPLY
Response	Response	RESP
Response	Response To Petition	RPET
Service	Acknowledgment Of Receipt	ACKRT
Service	Acknowledgment Of Service	AS
Service	Affidavit Of Mailing	AOM
Service	Affidavit Of Publication	AOP
Service	Affidavit-Mail In Lieu Publish	AFMLP
Service	Appear & Ack Of Service	AWS
Service	Appear & Acknowledgment	AAC

Document Category	Document Type	Docket Code
Service	Certificate Of Mailing	CM
Service	Certificate Of Service	CS
Service	Dec Intent To Serve By Mail	DECM
Service	Declaration Re: Attempt Svc	DECAS
Service	Proof Of Mailing	PMAIL
Service	Proof Of Personal Service	PPS
Service	Proof Of Service By Mail	POSM
Service	Proof Of Svc - Fr Law Enforc	POSLE
Service	Return Of Service	ROS
Service	Service-Return/Acknowledgement	RAS
Service	Statement Of Mailing	SM
Service	Statement Of Mailing; Exh 1&2	SM12
Service	Statement Of Mailing; Exh A&B	SMAB
Service	Statement Of Service	SOS
Statements	Custody/Visitation Statement	CVS
Statements	Position Statement	PSTMT
Statements	Statement Of _____	ST
Statements	Stmt No Position & Non-Appear	STNP
Stipulations	Stip Child Supp Credit	SCSC
Stipulations	Stip Dis W/Oprej All Cla & Pty	SFDWO
Stipulations	Stip Dism W/Prej All Cla & Pty	SFDW
Stipulations	Stip To Continue Case	SCON
Stipulations	Stipulation To _____	STIP
Stipulations	Stipulation To Dismiss	STDSM
Stipulations	Stipul-Continue He/Order	SCH
Subpoena	Subpoena	SUB
Subpoena	Subpoena Duces Tecum	SDT
Supporting Documents	Acceptance of Appointment	AOA
Supporting Documents	Adopt Hrg Flag Sheet	AFS
Supporting Documents	Adopt Hrg Flag Sheet (Icpc)	AFSIC
Supporting Documents	Adopt Hrg Flag Sheet (Icwa)	AFICW
Supporting Documents	Adoption Decree By Step-Parent	ADBS
Supporting Documents	Adoption Info Sheet	AIS
Supporting Documents	Affid Re Waiver Med Info Form	AFFW
Supporting Documents	Affidavit	AF
Supporting Documents	Affidavit Of Plaintiff	APL
Supporting Documents	Agreemnt Contemplation Div	ATCD
Supporting Documents	Agreemnt Incident To Div	AITD
Supporting Documents	Appr Req & Waiver Of Notice	ARW
Supporting Documents	Asset & Debt Stmnt Both	ADSB
Supporting Documents	Asset & Debt Stmnt Deft	ADSD

Document Category	Document Type	Docket Code
Supporting Documents	Asset & Debt Stmnt Pltf	ADSP
Supporting Documents	Asset And Debt Statement	ADS
Supporting Documents	Attachment	ATTCH
Supporting Documents	Attorney Affirmation	ATA
Supporting Documents	Birth Certificate	BC
Supporting Documents	Certificate of Death	CD
Supporting Documents	Certification Of Adoption	CADOP
Supporting Documents	Certified Record on Appeal	CROA
Supporting Documents	Child Support Guide Wksht	CSGW
Supporting Documents	Child's Medical Certificate	MCCH
Supporting Documents	Civil Information Sheet	CIS
Supporting Documents	Consen Co-Guard & Waiv Of Not	CCGW
Supporting Documents	Consent Of Child	CONC
Supporting Documents	Copy Of Cert Of Physician	CPH
Supporting Documents	Counter Designation Of ROA	CDROA
Supporting Documents	Decla Jdg Cred Garnish Wages	DJCGW
Supporting Documents	Declaration	DEC
Supporting Documents	Declaration Of Posting	DECP
Supporting Documents	Decree	DECRE
Supporting Documents	Distribution St & Acct Of Comm	DST
Supporting Documents	Errata Re:	ERRAT
Supporting Documents	Exhibit	EXH
Supporting Documents	General Consent To Adoption	GCON
Supporting Documents	Genetic Test Results	GEN
Supporting Documents	Hawaii Paternity Action Infor	HPAI
Supporting Documents	Income And Expense Statement	IES
Supporting Documents	Income Expense Stmnt Deft	IESD
Supporting Documents	Income Expense Stmnt Pltf	IESP
Supporting Documents	Income Withholding For Support	IWS
Supporting Documents	Joinder	JOIN
Supporting Documents	Kids 1St Mandatory Div Edu Pgm	KFDEP
Supporting Documents	Kids First Info Sheet	KFIS
Supporting Documents	Letters Of Guardianship	LOG
Supporting Documents	Medical Records & Info	MEDRE
Supporting Documents	Not To Dhs Of Pendency Of Acti	DHS
Supporting Documents	Objections	OBJ
Supporting Documents	Ord For Cert And Trans Of Roa	OCTRA
Supporting Documents	Paternity Financ Inform Sheet	PFIS
Supporting Documents	Proposed Parenting Plan	PPP
Supporting Documents	Qualified Domestic Rel Order	QDRO
Supporting Documents	Release Of Child For Adoption	RELC

Document Category	Document Type	Docket Code
Supporting Documents	Report Of Master	RMSTR
Supporting Documents	Specific Consent To Adoption	SCADO
Supporting Documents	Suggestion Of Death	SUG
Supporting Documents	Summons	SUMM
Supporting Documents	Supp Aff Direct Pay Child Supp	SAP
Supporting Documents	Supp Cert Record On Appeal	SCROA
Supporting Documents	Suppl Affidavit Direct Payment	SADP
Supporting Documents	Supplement	SUP
Supporting Documents	Supporting Affidavit	SAFF
Supporting Documents	Terminat Of Income W/Hold Ord	TIWO
Supporting Documents	Verification Of Death	VEDTH
Supporting Documents	Waiv Of Not & Consnt To Grdshp	WNC
Supporting Documents	Waiver Of Notice To Dhs	WDHS

APPENDIX B: JEFS Docket Codes for Family Civil Cases in the First Circuit

(Same info from Appendix A sorted by Document Type)

This is a list of the document types/categories available for attorneys to use in First Circuit Family Civil Cases:

Document Type	Document Category	Docket Code
Acceptance of Appointment	Supporting Documents	AOA
Acknowledgment Of Receipt	Service	ACKRT
Acknowledgment Of Service	Service	AS
Adm Ord Terminat Child Support	Order	ATERM
Administrative Findings & Ord	Complaint	AFO
Adopt Hrg Flag Sheet	Supporting Documents	AFS
Adopt Hrg Flag Sheet (Icpc)	Supporting Documents	AFSIC
Adopt Hrg Flag Sheet (Icwa)	Supporting Documents	AFICW
Adoption Decree By Step-Parent	Supporting Documents	ADBS
Adoption Info Sheet	Supporting Documents	AIS
Advise Waiv & Consnt Jdg Pater	Complaint	AWCJ
Affid Re Waiver Med Info Form	Supporting Documents	AFFW
Affid/Dec Re: Atty Fees,Cost	Counsel	ADFC
Affidavit	Supporting Documents	AF
Affidavit Of Mailing	Service	AOM
Affidavit Of Plaintiff	Supporting Documents	APL
Affidavit Of Publication	Service	AOP
Affidavit-Mail In Lieu Publish	Service	AFMLP
Agreemnt & Consnt Limitd Apper	Other Documents	ACLA
Agreemnt Contemplation Div	Supporting Documents	ATCD
Agreemnt Incident To Div	Supporting Documents	AITD
Amd Findings/Fact Concl Of Law	Other Documents	AFOF

Document Type	Document Category	Docket Code
Amended Notice Of Appeal	Notice	ANOA
Amended Notice Of Cross-Appeal	Notice	AMNXA
Amended Notice Of Hearing	Notice	ANH
Amended Petition	Petition	AMPET
Annual Rpt Of Guardian	Reports and Findings	ARG
Answer	Response	ANSW
Answer & Disclosure	Response	AAD
Answer To Complaint	Response	ANCMP
Answering Brief	Brief	AB
Appear & Ack Of Service	Service	AWS
Appear & Acknowledgment	Service	AAC
Appearance & Waiver	Response	AW
Appearance Of Counsel	Miscellaneous	AP
Appl Re Confid Fam Crt Recds	Application	APPCF
Application	Application	APP
Application For Extd Coverage	Media	AEC
Application-Minor	Application	APPM
Appr Req & Waiver Of Notice	Supporting Documents	ARW
Asset & Debt Stmnt Both	Supporting Documents	ADSB
Asset & Debt Stmnt Deft	Supporting Documents	ADSD
Asset & Debt Stmnt Pltf	Supporting Documents	ADSP
Asset And Debt Statement	Supporting Documents	ADS
Attachment	Supporting Documents	ATTCH
Attorney Affirmation	Supporting Documents	ATA
Bankruptcy Status Rpt	Reports and Findings	BKSR
Birth Certificate	Supporting Documents	BC
Catholic Char Hawaii Stat Rep	Reports and Findings	CCH
Cert Of Expung Juv Arrest Rec	Judgment	CEXP
Certificate of Death	Supporting Documents	CD
Certificate Of Live Birth	Document	CLB
Certificate Of Mailing	Service	CM
Certificate Of Service	Service	CS
Certification Of Adoption	Supporting Documents	CADOP

Document Type	Document Category	Docket Code
Certified Record on Appeal	Supporting Documents	CROA
Change Of Address	Miscellaneous	COA
Child Support Guide Wksht	Supporting Documents	CSGW
Child's Medical Certificate	Supporting Documents	MCCH
Civil Information Sheet	Supporting Documents	CIS
Civil Union Divorce Info	Complaint	CUDA
Complaint	Complaint	CMP
Complaint Amended	Complaint	CAMD
Complaint And Summons	Complaint	CMPS
Confidential Letter - Hccr9	Confidential Documents	9LTR
Consen Co-Guard & Waiv Of Not	Supporting Documents	CCGW
Consent	Response	CONST
Consent Of Child	Supporting Documents	CONC
Copy Of Cert Of Physician	Supporting Documents	CPH
Counter Designation Of ROA	Supporting Documents	CDROA
Counterclaim	Complaint	CCLAI
Cross Claim	Complaint	XCL
Custody Evaluators Report	Reports and Findings	CER
Custody Investigation Unit Rpt	Reports and Findings	CIUR
Custody/Visitation Statement	Statements	CVS
Dec Intent To Serve By Mail	Service	DECM
Decla Jdg Cred Garnish Wages	Supporting Documents	DJCGW
Declaration	Supporting Documents	DEC
Declaration Of Posting	Supporting Documents	DECP
Declaration Re: Attempt Svc	Service	DECAS
Decree	Supporting Documents	DECRE
Demand For Notice	Notice	DFN
Deposition	Document	DEPO
Distribution St & Acct Of Comm	Supporting Documents	DST
Divorce Mediation Referral	Miscellaneous	DMR
Document	Document	DOC

Document Type	Document Category	Docket Code
Emergency Ex Parte Petition	Petition	EMEPP
Entry Of Default	Event Status	EOD
Epm-Svc By Mail&Posting By Pub	Motion	EXSMP
Errata Re:	Supporting Documents	ERRAT
Ex Parte - Svc By Publication	Motion	EXPUB
Ex Parte App-Depo Writ Interog	Application	ETD
Ex Parte Mot-Emerg Guardshp	Motion	EPEG
Ex Parte Mot-Exam Judg Debtor	Motion	EMOE
Ex Parte Motion	Motion	EXPM
Ex Parte Motion/Petition	Motion	EXPMP
Ex Parte Petition	Petition	EPP
Ex Parte Petition For Tro	Petition	EPTRO
Ex Parte-Iss Out Of State Depo	Motion	EPIC
Ex Parte-Issue Garnishee Sumns	Motion	MIGS
Ex Parte-Serv By Cert Mail	Motion	EPSUM
Exempl Foreign Judgment	Complaint	EFJ
Exhibit	Supporting Documents	EXH
Exhibit List	Document	EL
Expm Mot/Dec Svc W/O State;Ord	Motion	EPSWO
Expm Svc Mail & Post Lieu Pub	Motion	EPSPO
Expm-Advance/Expedite	Motion	EXEXP
Expm-Custody Pendente Lite	Motion	EPCC
Expm-Waive Fees & Surcharges	Motion	EXWAI
Filing Fee Waiver Request	Application	APPRC
Flag Sheet	Other Documents	FLAG
General Consent To Adoption	Supporting Documents	GCON
Genetic Test Results	Supporting Documents	GEN
Guardian Ad Litem Report	Reports and Findings	GALR
Hawaii Paternity Action Infor	Supporting Documents	HPAI

Document Type	Document Category	Docket Code
Income And Expense Statement	Supporting Documents	IES
Income Expense Stmnt Deft	Supporting Documents	IESD
Income Expense Stmnt Pltf	Supporting Documents	IESP
Income Withholding For Support	Supporting Documents	IWS
Info Confidential Doc - Hccr9	Confidential Documents	9INFC
Info Confidential Ntc - Hccr9	Confidential Documents	9INF
Init Rpt Guardian Incap Per	Report	IRGIP
Joinder	Supporting Documents	JOIN
Judgment & Not Entry Of Judg	Judgment	JNEOJ
Kids 1St Mandatory Div Edu Pgm	Supporting Documents	KFDEP
Kids First Info Sheet	Supporting Documents	KFIS
Letter	Miscellaneous	LT
Letters Of Guardianship	Supporting Documents	LOG
List Of Exhibits	Document	LE
List Of Witnesses	Document	LW
Matrimonial Action Info	Complaint	MAI
Medical Records & Info	Supporting Documents	MEDRE
Memorandum	Memorandum	MEMO
Memorandum In Opposition	Memorandum	MEO
Memorandum In Support Of	Memorandum	MES
Memorandum Of Pretrial	Memorandum	MEP
Mot & Dec To Mod Child Support	Motion	MMCS
Mot Mod Ord Appt Guard Or Term	Motion	MMGT
Mot Ret Firear Ammu Perm & Lic	Motion	MFIRE
Mot To Amd/Extend/Dissolve Eo	Motion	MTAD
Mot-For Confirmation Of Sale	Motion	MSALE
Motion Extend Protective Order	Motion	MEPO

Document Type	Document Category	Docket Code
Motion For _____	Motion	MOT
Motion For Extension Of Time	Motion	MXT
Motion For Post Decree Relief	Motion	MPOR
Motion For Pre Decree Relief	Motion	MPRR
Motion For Reconsideration	Motion	MR
Motion For Serv By Mail; Order	Motion	MOSM
Motion For Stay	Motion	MSTA
Motion For Waiver Of Costs	Motion	MW
Motion In Limine	Motion	MLN
Motion Post-Decree or Judgment	Motion	MPOST
Motion Pre-Decree or Judgment	Motion	MPRE
Motion To Appear Pro Hac Vice	Motion	MPHV
Motion To Compel Discovery	Motion	MTCD
Motion To Continue	Motion	MCON
Motion To Continue - Deft/Resp	Motion	MCR
Motion To Continue - Pltf/Petr	Motion	MCP
Motion To Dismiss	Motion	MD
Motion To Dissolve	Motion	MDIS
Motion To Expunge	Motion	MEXP
Motion To Quash	Motion	MQSH
Motion To Reinstate	Motion	MOTR
Motion To Set	Motion	MSET
Motion To Set Aside	Motion	MSA
Motion To Vacate	Motion	MVAC
Motion/Summary Judgment	Motion	MSJ
Mot-Partial Summary Judgment	Motion	MPSJ
Mtn For Withdrawal Of Appeal	Counsel	MWA
Mtn For Withdrawal/Sub Of Cnsl	Motion	MTWC

Document Type	Document Category	Docket Code
Mtn/Req For Atty'S Fees/Costs	Counsel	MFC
Non-Hearing Motion	Motion	NHM
Not Appt Guard & Right Req Mod	Notice	NAPG
Not Of Appeal To Family Court	Complaint	NAF
Not Re Invol Civil Commitment	Notice	NICC
Not To Dhs Of Pendency Of Acti	Supporting Documents	DHS
Not W/Drawal Of Mtn Filed On	Notice	NWDL
Notice	Notice	NTCE
Notice Kids First	Complaint	KIDS
Notice Of Appeal	Notice	NA
Notice Of Appeal-Agency	Notice	NAG
Notice Of Dismissal	Notice	DISM
Notice Of Dismissal - Partial	Notice	NOPD
Notice Of Entry Of Judgment	Notice	NEJ
Notice Of Extension	Notice	NEXT
Notice Of Filing Report	Notice	NFR
Notice Of Hearing	Notice	NOH
Notice Of Limited Appearance	Notice	NLA
Notice Of Removal	Notice	NREMV
Notice Of Setting	Notice	NSET
Notice Of Taking Deposition	Notice	NTDEP
Notice-Appearance /Counsel	Notice	NAPP
Notice-Bankruptcy	Notice	NBR
Notice-Dismissal W/O Prejudice	Notice	NDO
Notice-Dismissal W/Prejudice	Notice	NDW
Notice-Entry Judgment/Order	Notice	NEJO
Notice-Pendency Of Action	Notice	NPA
Notice-Resetting	Notice	NOR

Document Type	Document Category	Docket Code
Notice-Submission	Notice	NSUB
Objections	Supporting Documents	OBJ
Opening Brief	Brief	OB
Ord For Cert And Trans Of Roa	Supporting Documents	OCTRA
Ord/Not W/Hold Inc Child Supp	Order	ONW
Order Re Return Of Firearms	Order	OFIRE
Other	Other Documents	OT
Other Procedural Motion	Motion	OM
Paternity Financ Inform Sheet	Supporting Documents	PFIS
Pet (Ex Pte) Est Foreign Adopt	Petition	PEXFA
Pet Cust Visit Sup Ord Aft Vep	Petition	PVEP
Pet Disestablish Paternity	Petition	PFPD
Pet For Adoption (Adult)	Petition	PFAA
Pet Pat/Cust Visit & Supp Ord	Petition	PFP
Pet-Adopt (Child Protect Act)	Petition	PFACH
Petition For ____	Petition	PET
Petition-Minor	Petition	PETM
Position Statement	Statements	PSTMT
Proof Of Mailing	Service	PMAIL
Proof Of Personal Service	Service	PPS
Proof Of Service By Mail	Service	POSM
Proof Of Svc - Fr Law Enforc	Service	POSLE
Prop Find Facts, Cncl Of Law	Document	PFOF
Prop W/Drawal & Subst Of Couns	Order	PWSUB
Property Division Chart	Miscellaneous	PRDIV
Proposed	Document	PROP
Proposed Divorce Decree	Other Documents	PDD
Proposed Document	Document	PDOC
Proposed Judgment	Judgment	PJDG
Proposed Order	Document	PORD
Proposed Order _____	Order	PROD

Document Type	Document Category	Docket Code
Proposed Parenting Plan	Supporting Documents	PPP
Qualified Domestic Rel Order	Supporting Documents	QDRO
Receipt	Document	REC
Reg Of Foreign Child Cust Ord	Complaint	RFCC
Registration Of Support Order	Complaint	RSUPO
Release Of Child For Adoption	Supporting Documents	RELC
Repetition For Invol Hosp	Motion	REP
Reply	Response	REPLY
Reply Brief	Brief	RB
Report Of Master	Supporting Documents	RMSTR
Report Of The Fact Finder	Reports and Findings	RFSO
Report-Kokua Kanawai	Reports and Findings	RKK
Rept Fr Volunteer Settle Mstr	Reports and Findings	RVSM
Req For Audio-Video Recording	Document	RAV
Req Wdwl Of Exhs & Receipt	Document	WDWE
Request	Motion	REQ
Request For Attorney Fees And	Counsel	RAFEE
Request For Default By Clerk	Motion	EXREQ
Request For In Forma Pauperis	Motion	IFP
Request For Transcript	Document	RT
Request To Excuse Appearance	Motion	REXC
Response	Response	RESP
Response To Order To Show Cau	Document	ROSC
Response To Petition	Response	RPET
Return Of Service	Service	ROS
Rqst Access Court Record-Hccr	Application	RACR
Service-Return/Acknowledgement	Service	RAS
Specific Consent To Adoption	Supporting Documents	SCADO

Document Type	Document Category	Docket Code
Statement Of _____	Statements	ST
Statement Of Mailing	Service	SM
Statement Of Mailing; Exh 1&2	Service	SM12
Statement Of Mailing; Exh A&B	Service	SMAB
Statement Of Service	Service	SOS
Status Report/Recommendation	Reports and Findings	SRR
Stip Child Supp Credit	Stipulations	SCSC
Stip Dis W/Oprej All Cla & Pty	Stipulations	SFDWO
Stip Dism W/Prej All Cla & Pty	Stipulations	SFDW
Stip To Continue Case	Stipulations	SCON
Stipulated Judgment	Judgment	SJUDG
Stipulation To _____	Stipulations	STIP
Stipulation To Dismiss	Stipulations	STDSM
Stipul-Continue He/Order	Stipulations	SCH
Stmt No Position & Non-Appear	Statements	STNP
Subpoena	Subpoena	SUB
Subpoena Duces Tecum	Subpoena	SDT
Suggestion Of Death	Supporting Documents	SUG
Summons	Supporting Documents	SUMM
Supp Aff Direct Pay Child Supp	Supporting Documents	SAP
Supp Cert Record On Appeal	Supporting Documents	SCROA
Suppl Affidavit Direct Payment	Supporting Documents	SADP
Supplement	Supporting Documents	SUP
Supplemental Opening Brief	Brief	SOB
Supporting Affidavit	Supporting Documents	SAFF
Terminat Of Income W/Hold Ord	Supporting Documents	TIWO
Transcript Of Proceedings	Miscellaneous	TOP
Uniform Support Petition	Complaint	USP
Verification Of Death	Supporting Documents	VEDTH
Waiv Of Not & Consnt To Grdshp	Supporting Documents	WNC

Document Type	Document Category	Docket Code
Waiver Of Notice To Dhs	Supporting Documents	WDHS
Waiver-Notice	Notice	WON
Withdrawal	Document	WDW
Withdrawal & Substi Of Counsel	Counsel	WSUB
Withdrawal Of Limitd Appear	Other Documents	WLA
Witness And Exhibit Lists	Document	WEL
Witness List	Document	WL
Written Request For Disclosure	Document	WRD

APPENDIX C: JEFS Docket Codes for Family Civil Cases in the First Circuit

(Same info from Appendix A sorted by docket code)

This is a list of the document categories/types available for attorneys to use in First Circuit Family Civil Cases:

Docket Code	Document Category	Document Type
9INF	Confidential Documents	Info Confidential Ntc - Hccr9
9INFC	Confidential Documents	Info Confidential Doc - Hccr9
9LTR	Confidential Documents	Confidential Letter - Hccr9
AAC	Service	Appear & Acknowledgment
AAD	Response	Answer & Disclosure
AB	Brief	Answering Brief
ACKRT	Service	Acknowledgment Of Receipt
ACLA	Other Documents	Agreemnt & Consnt Limitd Apper
ADBS	Supporting Documents	Adoption Decree By Step-Parent
ADFC	Counsel	Affid/Dec Re: Atty Fees,Cost
ADS	Supporting Documents	Asset And Debt Statement
ADSB	Supporting Documents	Asset & Debt Stmnt Both
ADSD	Supporting Documents	Asset & Debt Stmnt Deft
ADSP	Supporting Documents	Asset & Debt Stmnt Pltf
AEC	Media	Application For Extd Coverage
AF	Supporting Documents	Affidavit
AFFW	Supporting Documents	Affid Re Waiver Med Info Form
AFICW	Supporting Documents	Adopt Hrg Flag Sheet (Icwa)
AFMLP	Service	Affidavit-Mail In Lieu Publish
AFO	Complaint	Administrative Findings & Ord
AFOF	Other Documents	Amd Findings/Fact Concl Of Law
AFS	Supporting Documents	Adopt Hrg Flag Sheet
AFSIC	Supporting Documents	Adopt Hrg Flag Sheet (Icpc)
AIS	Supporting Documents	Adoption Info Sheet
AITD	Supporting Documents	Agreemnt Incident To Div
AMNXA	Notice	Amended Notice Of Cross-Appeal
AMPET	Petition	Amended Petition
ANCMP	Response	Answer To Complaint
ANH	Notice	Amended Notice Of Hearing
ANOA	Notice	Amended Notice Of Appeal
ANSW	Response	Answer
AOA	Supporting Documents	Acceptance Of Appointment
AOM	Service	Affidavit Of Mailing
AOP	Service	Affidavit Of Publication

Docket Code	Document Category	Document Type
AP	Miscellaneous	Appearance Of Counsel
APL	Supporting Documents	Affidavit Of Plaintiff
APP	Application	Application
APPCF	Application	Appl Re Confid Fam Crt Recds
APPM	Application	Application-Minor
APPRC	Application	Filing Fee Waiver Request
ARG	Reports and Findings	Annual Rpt Of Guardian
ARW	Supporting Documents	Appr Req & Waiver Of Notice
AS	Service	Acknowledgment Of Service
ATA	Supporting Documents	Attorney Affirmation
ATCD	Supporting Documents	Agreemnt Contemplation Div
ATERM	Order	Adm Ord Terminat Child Support
ATTCH	Supporting Documents	Attachment
AW	Response	Appearance & Waiver
AWCJ	Complaint	Advise Waiv & Consnt Jdg Pater
AWS	Service	Appear & Ack Of Service
BC	Supporting Documents	Birth Certificate
BKSR	Reports and Findings	Bankruptcy Status Rpt
CADOP	Supporting Documents	Certification Of Adoption
CAMD	Complaint	Complaint Amended
CCGW	Supporting Documents	Consen Co-Guard & Waiv Of Not
CCH	Reports and Findings	Catholic Char Hawaii Stat Rep
CCLAI	Complaint	Counterclaim
CD	Supporting Documents	Certificate Of Death
CDROA	Supporting Documents	Counter Designation Of Roa
CER	Reports and Findings	Custody Evaluators Report
CEXP	Judgment	Cert Of Expung Juv Arrest Rec
CIS	Supporting Documents	Civil Information Sheet
CIUR	Reports and Findings	Custody Investigation Unit Rpt
CLB	Document	Certificate Of Live Birth
CM	Service	Certificate Of Mailing
CMP	Complaint	Complaint
CMPS	Complaint	Complaint And Summons
COA	Miscellaneous	Change Of Address
CONC	Supporting Documents	Consent Of Child
CONST	Response	Consent
CPH	Supporting Documents	Copy Of Cert Of Physician
CROA	Supporting Documents	Certified Record On Appeal
CS	Service	Certificate Of Service

Docket Code	Document Category	Document Type
CSGW	Supporting Documents	Child Support Guide Wksht
CUDA	Complaint	Civil Union Divorce Info
CVS	Statements	Custody/Visitation Statement
DEC	Supporting Documents	Declaration
DECAS	Service	Declaration Re: Attempt Svc
DECM	Service	Dec Intent To Serve By Mail
DECP	Supporting Documents	Declaration Of Posting
DECRE	Supporting Documents	Decree
DEPO	Document	Deposition
DFN	Notice	Demand For Notice
DHS	Supporting Documents	Not To Dhs Of Pendency Of Acti
DISM	Notice	Notice Of Dismissal
DJCGW	Supporting Documents	Decla Jdg Cred Garnish Wages
DMR	Miscellaneous	Divorce Mediation Referral
DOC	Document	Document
DST	Supporting Documents	Distribution St & Acct Of Comm
EFJ	Complaint	Exempl Foreign Judgment
EL	Document	Exhibit List
EMEPP	Petition	Emergency Ex Parte Petition
EMOE	Motion	Ex Parte Mot-Exam Judg Debtor
EOD	Event Status	Entry Of Default
EPCC	Motion	Expm-Custody Pendente Lite
EPEG	Motion	Ex Parte Mot-Emerg Guardshp
EPIC	Motion	Ex Parte-Iss Out Of State Depo
EPP	Petition	Ex Parte Petition
EPSPO	Motion	Expm Svc Mail & Post Lieu Pub
EPSUM	Motion	Ex Parte-Serv By Cert Mail
EPSWO	Motion	Expm Mot/Dec Svc W/O State;Ord
EPTRO	Petition	Ex Parte Petition For Tro
ERRAT	Supporting Documents	Errata Re:
ETD	Application	Ex Parte App-Depo Writ Interog
EXEXP	Motion	Expm-Advance/Expedite
EXH	Supporting Documents	Exhibit
EXPM	Motion	Ex Parte Motion
EXPMP	Motion	Ex Parte Motion/Petition
EXPUB	Motion	Ex Parte - Svc By Publication
EXREQ	Motion	Request For Default By Clerk
EXSMP	Motion	Epm-Svc By Mail&Posting By Pub
EXWAI	Motion	Expm-Waive Fees & Surcharges

Docket Code	Document Category	Document Type
FLAG	Other Documents	Flag Sheet
GALR	Reports and Findings	Guardian Ad Litem Report
GCON	Supporting Documents	General Consent To Adoption
GEN	Supporting Documents	Genetic Test Results
HPAI	Supporting Documents	Hawaii Paternity Action Infor
IES	Supporting Documents	Income And Expense Statement
IESD	Supporting Documents	Income Expense Stmnt Deft
IESP	Supporting Documents	Income Expense Stmnt Pltf
IFP	Motion	Request For In Forma Pauperis
IRGIP	Report	Init Rpt Guardian Incap Per
IWS	Supporting Documents	Income Withholding For Support
JNEOJ	Judgment	Judgment & Not Entry Of Judg
JOIN	Supporting Documents	Joinder
KFDEP	Supporting Documents	Kids 1St Mandatory Div Edu Pgm
KFIS	Supporting Documents	Kids First Info Sheet
KIDS	Complaint	Notice Kids First
LE	Document	List Of Exhibits
LOG	Supporting Documents	Letters Of Guardianship
LT	Miscellaneous	Letter
LW	Document	List Of Witnesses
MAI	Complaint	Matrimonial Action Info
MCCH	Supporting Documents	Child'S Medical Certificate
MCON	Motion	Motion To Continue
MCP	Motion	Motion To Continue - Pltf/Petr
MCR	Motion	Motion To Continue - Deft/Resp
MD	Motion	Motion To Dismiss
MDIS	Motion	Motion To Dissolve
MEDRE	Supporting Documents	Medical Records & Info
MEMO	Memorandum	Memorandum
MEO	Memorandum	Memorandum In Opposition
MEP	Memorandum	Memorandum Of Pretrial
MEPO	Motion	Motion Extend Protective Order
MES	Memorandum	Memorandum In Support Of
MEXP	Motion	Motion To Expunge
MFC	Counsel	Mtn/Req For Atty'S Fees/Costs
MFIRE	Motion	Mot Ret Firear Ammu Perm & Lic
MIGS	Motion	Ex Parte-Issue Garnishee Sumns
MLN	Motion	Motion In Limine
MMCS	Motion	Mot & Dec To Mod Child Support

Docket Code	Document Category	Document Type
MMGT	Motion	Mot Mod Ord Appt Guard Or Term
MOSM	Motion	Motion For Serv By Mail; Order
MOT	Motion	Motion For _____
MOTR	Motion	Motion To Reinstate
MPHV	Motion	Motion To Appear Pro Hac Vice
MPOR	Motion	Motion For Post Decree Relief
MPOST	Motion	Motion Post-Decree or Judgment
MPRE	Motion	Motion Pre-Decree or Judgment
MPRR	Motion	Motion For Pre Decree Relief
MPSJ	Motion	Mot-Partial Summary Judgment
MQSH	Motion	Motion To Quash
MR	Motion	Motion For Reconsideration
MSA	Motion	Motion To Set Aside
MSALE	Motion	Mot-For Confirmation Of Sale
MSET	Motion	Motion To Set
MSJ	Motion	Motion/Summary Judgment
MSTA	Motion	Motion For Stay
MTAD	Motion	Mot To Amd/Extend/Dissolve Eo
MTCD	Motion	Motion To Compel Discovery
MTWC	Motion	Mtn For Withdrawal/Sub Of Cnsl
MVAC	Motion	Motion To Vacate
MW	Motion	Motion For Waiver Of Costs
MWA	Counsel	Mtn For Withdrawal Of Appeal
MXT	Motion	Motion For Extension Of Time
NA	Notice	Notice Of Appeal
NAF	Complaint	Not Of Appeal To Family Court
NAG	Notice	Notice Of Appeal-Agency
NAPG	Notice	Not Appt Guard & Right Req Mod
NAPP	Notice	Notice-Appearance /Counsel
NBR	Notice	Notice-Bankruptcy
NDO	Notice	Notice-Dismissal W/O Prejudice
NDW	Notice	Notice-Dismissal W/Prejudice
NEJ	Notice	Notice Of Entry Of Judgment
NEJO	Notice	Notice-Entry Judgment/Order
NEXT	Notice	Notice Of Extension
NFR	Notice	Notice Of Filing Report
NHM	Motion	Non-Hearing Motion
NICC	Notice	Not Re Invol Civil Commitment
NLA	Notice	Notice Of Limited Appearance

Docket Code	Document Category	Document Type
NOH	Notice	Notice Of Hearing
NOPD	Notice	Notice Of Dismissal - Partial
NOR	Notice	Notice-Resetting
NPA	Notice	Notice-Pendency Of Action
NREMV	Notice	Notice Of Removal
NSET	Notice	Notice Of Setting
NSUB	Notice	Notice-Submission
NTCE	Notice	Notice
NTDEP	Notice	Notice Of Taking Deposition
NWDL	Notice	Not W/Drawal Of Mtn Filed On
OB	Brief	Opening Brief
OBJ	Supporting Documents	Objections
OCTRA	Supporting Documents	Ord For Cert And Trans Of Roa
OFIRE	Order	Order Re Return Of Firearms
OM	Motion	Other Procedural Motion
ONW	Order	Ord/Not W/Hold Inc Child Supp
OT	Other Documents	Other
PDD	Other Documents	Proposed Divorce Decree
PDOC	Document	Proposed Document
PET	Petition	Petition For ____
PETM	Petition	Petition-Minor
PEXFA	Petition	Pet (Ex Pte) Est Foreign Adopt
PFAA	Petition	Pet For Adoption (Adult)
PFACH	Petition	Pet-Adopt (Child Protect Act)
PFIS	Supporting Documents	Paternity Financ Inform Sheet
PFOF	Document	Prop Find Facts, Cncl Of Law
PFP	Petition	Pet Pat/Cust Visit & Supp Ord
PFPD	Petition	Pet Disestablish Paternity
PJDG	Judgment	Proposed Judgment
PMAIL	Service	Proof Of Mailing
PORD	Document	Proposed Order
POSLE	Service	Proof Of Svc - Fr Law Enforc
POSM	Service	Proof Of Service By Mail
PPP	Supporting Documents	Proposed Parenting Plan
PPS	Service	Proof of Personal Service
PRDIV	Miscellaneous	Property Division Chart
PROD	Order	Proposed Order _____
PROP	Document	Proposed

Docket Code	Document Category	Document Type
PSTMT	Statements	Position Statement
PVEP	Petition	Pet Cust Visit Sup Ord Aft Vep
PWSUB	Order	Prop W/Drawal & Subst Of Couns
QDRO	Supporting Documents	Qualified Domestic Rel Order
RACR	Application	Rqst Access Court Record-Hccr
RAFEE	Counsel	Request For Attorney Fees And
RAS	Service	Service-Return/Acknowledgement
RAV	Document	Req For Audio-Video Recording
RB	Brief	Reply Brief
REC	Document	Receipt
RELC	Supporting Documents	Release Of Child For Adoption
REP	Motion	Repetition For Invol Hosp
REPLY	Response	Reply
REQ	Motion	Request
RESP	Response	Response
REXC	Motion	Request To Excuse Appearance
RFCC	Complaint	Reg Of Foreign Child Cust Ord
RFSO	Reports and Findings	Report Of The Fact Finder
RKK	Reports and Findings	Report-Kokua Kanawai
RMSTR	Supporting Documents	Report Of Master
ROS	Service	Return Of Service
ROSC	Document	Response To Order To Show Cau
RPET	Response	Response To Petition
RSUPO	Complaint	Registration Of Support Order
RT	Document	Request For Transcript
RVSM	Reports and Findings	Rept Fr Volunteer Settle Mstr
SADP	Supporting Documents	Suppl Affidavit Direct Payment
SAFF	Supporting Documents	Supporting Affidavit
SAP	Supporting Documents	Supp Aff Direct Pay Child Supp
SCADO	Supporting Documents	Specific Consent To Adoption
SCH	Stipulations	Stipul-Continue He/Order
SCON	Stipulations	Stip To Continue Case
SCROA	Supporting Documents	Supp Cert Record On Appeal
SCSC	Stipulations	Stip Child Supp Credit
SDT	Subpoena	Subpoena Duces Tecum
SFDW	Stipulations	Stip Dism W/Prej All Cla & Pty
SFDWO	Stipulations	Stip Dis W/Oprej All Cla & Pty
SJUDG	Judgment	Stipulated Judgment
SM	Service	Statement Of Mailing

Docket Code	Document Category	Document Type
SM12	Service	Statement Of Mailing; Exh 1&2
SMAB	Service	Statement Of Mailing; Exh A&B
SOB	Brief	Supplemental Opening Brief
SOS	Service	Statement Of Service
SRR	Reports and Findings	Status Report/Recommendation
ST	Statements	Statement Of _____
STDSM	Stipulations	Stipulation To Dismiss
STIP	Stipulations	Stipulation To _____
STNP	Statements	Stmt No Position & Non-Appear
SUB	Subpoena	Subpoena
SUG	Supporting Documents	Suggestion Of Death
SUMM	Supporting Documents	Summons
SUP	Supporting Documents	Supplement
TIWO	Supporting Documents	Terminat Of Income W/Hold Ord
TOP	Miscellaneous	Transcript Of Proceedings
USP	Complaint	Uniform Support Petition
VEDTH	Supporting Documents	Verification Of Death
WDHS	Supporting Documents	Waiver Of Notice To Dhs
WDW	Document	Withdrawal
WDWE	Document	Req Wdwl Of Exhs & Receipt
WEL	Document	Witness And Exhibit Lists
WL	Document	Witness List
WLA	Other Documents	Withdrawal Of Limitd Appear
WNC	Supporting Documents	Waiv Of Not & Consnt To Grdshp
WON	Notice	Waiver-Notice
WRD	Document	Written Request For Disclosure
WSUB	Counsel	Withdrawal & Substi Of Counsel
XCL	Complaint	Cross Claim

APPENDIX D: Glossary of Terms and Abbreviations

Term	Description
eCourt Kokua	The website/user interface of JIMS that the public uses to access case information/documents. There is an internal version of eCourt Kokua that some Judiciary employees and trusted agency partners use.
E-file	Electronically file documents through JEFS.
FAL	Family Court Appeal case type
FAN	Adoption case type
FAQ	Frequently asked questions.
FCU	Civil Union case type
FDA	Domestic Abuse case type
FDV	Domestic Relations case type
FFM	Family Court Miscellaneous case type
FGD	Guardianship case type
FGV	Gun Violence case type
FPA	Parentage case type
FTM	Termination of Parental Rights case type
FUF	Uniform Interstate Family Support Act case type
FUJ	Uniform Child Custody Jurisdiction & Enforcement Act case type
HCRR	Hawai‘i Court Records Rules
HEFSR	Hawai‘i Electronic Filing and Service Rules
HFCR	Hawai‘i Family Court Rules
Ho‘ohiki	To be replaced by JIMS, Ho‘ohiki is the Judiciary’s database of limited civil case information from court records filed in the appellate, circuit, family, and district courts available to the public via the internet.
HRCP	Hawai‘i Rules of Civil Procedure
JEFS	Judiciary Electronic Filing System. The user interface that all attorneys and a few self-represented litigants use for e-filing.
JEFS User	An individual with a valid JEFS login and password.
JIMS	Judiciary Information Management System -- the case management system developed by the Hawai‘i Judiciary to record information and documents related to all cases filed in the state courts of Hawai‘i.
NEF	Notice of Electronic Filing that is generated automatically when a document is filed electronically through JEFS or JIMS.
NOC	Notice of Correction.

Term	Description
NOCD	Notice of Court Date.
LRU	Legal Research and Adoption Unit
PDF	Adobe Portable Document Format. JEFS only accepts documents uploaded in Adobe Portable Document Format (PDF).
PPI	Personal Private Information. Social security numbers, dates of birth, names of minor children, bank or investment account numbers, medical and health records, and social service reports for which Rule 9 of the Hawaii Court Records Rule (HCCR) applies. In e-filing documents with PPI, JEFS users must comply with HCCR Rule 9.
RCCH	Rules of Circuit Courts of Hawaii
"/s/"	An electronic signature for e-filed documents by JEFS Users (e.g., "/s/ Jane Lawyer").
SRL	Self-represented Litigant