
(Print Name)

(Print Mailing Address)

(City, State, Zip Code)

(Telephone Number) (Fax Number)

(E-Mail Address)

IN THE FAMILY COURT OF THE FIRST CIRCUIT

STATE OF HAWAII

)	CASE NO.: _____
)	
)	
)	PROPOSED NOTICE AND
Plaintiff/Petitioner,)	SCHEDULING ORDER
v.)	
)	
)	
Defendant/Respondent.)	

I request that I be provided with a copy of the attached document in the following manner:

☐ **MAIL** I have submitted, herewith (how many) _____ self-addressed, postage prepaid envelopes. (*I understand that the Court WILL **NOT** supplement cost of postage.*)

☐ **PICK UP** I will return to PICK UP a copy from HO‘OKELE, the FAMILY COURT SERVICE CENTER in [] Kapolei [] Honolulu when notified by the Court and/or the following person is authorized to pick up the document on my behalf with photo ID:

_____.

☐ **ON OWN**

I will PRINT, at my own expense, a copy from the Judiciary, State of Hawai‘i, website - eCourt*Kokua (<https://www.courts.state.hi.us>)
(Estimated cost: \$3.00 per document, or 10 cents per page, whichever is greater. Certified copy is \$2.00 additional per document.)
Note: Confidential Cases are not accessible on eCourt Kokua.

Date

Your Signature

Print Your Name



If you need an accommodation for a disability when participating in a court program, service, or activity, please contact the ADA Coordinator as far in advance as possible to allow time to provide an accommodation: Call the ADA Coordinator of the First Circuit Family Court Office at (808)954-8200, fax (808)954-8308, or send an e-mail to adarequest@courts.hawaii.gov. The ADA Coordinator will work to provide, but cannot guarantee your requested auxiliary aid, service, or accommodation.

Please call the Family Court Service Center at (808)954-8290 if you have any questions about forms or procedures.

IN THE FAMILY COURT OF THE FIRST CIRCUIT

STATE OF HAWAI'I

)	CASE NO.: _____
)	
_____)	NOTICE and SCHEDULING
Plaintiff,)	ORDER
)	
vs.)	
)	
_____)	
Defendant.)	
_____)	

NOTICE and SCHEDULING ORDER

NOTICE IS HEREBY GIVEN THAT a conference on the Motion to Set filed on _____ by [] Plaintiff [] Defendant in this case shall be held on Thursday, _____ at _____ .m. at the Family Court of the First Circuit located at the Ronald T.Y. Moon Kapolei Courthouse, 4675 Kapolei Parkway, Kapolei, Hawai'i.

IT IS HEREBY ORDERED as follows:

1. Both parties shall appear at the Family Court of the First Circuit (the Ronald T.Y. Moon Kapolei Courthouse, 4675 Kapolei Parkway, Kapolei, Hawai'i), for the scheduled conference.

DOCKET CODE: NTCE

2. Respondent shall file a written response to the Motion to Set. The response shall be filed no later than 30 days after receipt of the Motion to Set. If the Motion to Set conference is scheduled within 30 days of service, however, then the response shall be filed no later than 14 days after receipt of the Motion to Set. Movant shall file a Certificate of Service regarding service of the Motion to Set.

3. The written response to the Motion to Set shall comply with the requirements of Rule 94(b) of the Hawai'i Family Court Rules and shall include the following attachments: (a) a written position statement containing a statement of facts, a description of the Respondent's position on all of the issues and the factual and legal bases for those positions; (b) a current Income and Expense Statement; (c) a current Asset and Debt Statement; and (d) a Child Support Guidelines Worksheet (if applicable). The written response may also include other attachments, including but not limited to a property division chart.

4. **If a party or an attorney fails to appear at the conference scheduled above, sanctions may be imposed pursuant to Rules 37(b), 89, and 94(f) of the Hawai'i Family Court Rules, including but not limited to the entry of default and a default judgment and the entry of any orders the court finds appropriate.**

5. **If a party or an attorney unjustifiably fails to comply with any requirements enunciated in Rule 94 of the Hawai'i Family Court Rules, sanctions may be imposed pursuant to Rules 37(b) and 89 of the Hawai'i Family Court Rules.**

6. **IF A PARTY IS INCARCERATED** on the date of the conference, that party will not automatically be transported to the Family Court or automatically be able to appear virtually or by telephone. The party must either: 1) make their own arrangements with their secured facility; 2) send a written request entitled "Ex Parte Request for Transport of Incarcerated Party"

to the Court; or 3) contact the Court at (808) 954-8150 or send a written request to appear by Zoom, WebEx, or by telephone. All written requests must state the reason transport to the Court is not available, the Plaintiff's and Defendant's full names, the case number(s), the hearing date and time, the place of incarceration, and the incarcerated party's name to the **DOMESTIC DIVISION CALENDAR CLERK, FAMILY COURT, Ronald T.Y. Moon Kapolei Courthouse, 4675 Kapolei Parkway, HI, 96707-3272**. Any request, written or otherwise, should be submitted in sufficient time for the Court to respond to the request.

DATED: _____

Clerk of the Court



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