Second Circuit Court

Judiciary Electronic Filing System (JEFS) Guide – Circuit, District, and Family Courts

Updated October 2, 2026

Table of Contents

Glossary of Terms 3
Introduction 4
JIMS Civil Launch Dates by Case Type 4
Getting Started and Registration 5
Technology Equipment Recommendations for Attorneys to Use JEFS 5
JEFS Availability 6
Form of Documents 6
Sealed vs. In-Camera Documents 6
Filing Fees 7
Non-payment of Filing Fees 7
Civil Information and Additional Claims Information Sheets 7
PDF – Formatting, Bookmarks and the 10 MB limit 7
Documents Filed in Error 8
Notice of Electronic Filing (NEF) 9
Signatures 9
Requesting Hearing Dates 9
Ex Parte Motions Procedure 10
Courtesy Copies 10
Certified Copies of Court Documents 11
Proposed Orders, Decrees and Judgments 11
Subpoenas and Summons 12
Court Forms 12
Enhancements 12
Contact Information/Support 13
APPENDIX A: Statewide Location Codes for all Civil Cases 14
APPENDIX B: Docket Code Listing for Circuit, Family and District Court Civil Cases 15

Glossary of Terms

efile	Electronically file documents through JEFS.
FAQ	Frequently asked questions.
HEFSR	Hawai‘i Electronic Filing and Service 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 circuit, family, and district courts available to the public via the internet.
HRCP	Hawai‘i Rules of Civil Procedure.
JEFS	Judiciary Electronic Filing System.
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 courts in the State of Hawai‘i.
NAP	Notice of adding party that is generated automatically when an attorney is added to a case in JEFS.
NEF	Notice of electronic filing that is generated automatically when a document is filed electronically through JEFS or JIMS.
NOC	Notice of Correction.
NOCD	Notice of Court Date.
PDF	Adobe Portable Document Format.
RCCH	Rules of the Circuit Courts, State of Hawai‘i.
“/s/”	A signature for efiled documents by JEFS Users (e.g., “/s/ Jane Lawyer”).

Introduction

This guide contains general information and technical guidelines for electronic filing in the Judiciary's Electronic Filing System (JEFS) for civil cases filed in the Circuit, Family, and District Courts of the Second Circuit.

It was developed to provide JEFS Users with a source for practical and convenient information to ease the transition to JEFS, but 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 applicable court rules in any civil lawsuit.

The Judiciary has more detailed information and materials available on its website to assist JEFS Users, including FAQs and a JEFS User Manual. These materials can be located at:

Circuit/District Courts:
https://www.courts.state.hi.us/civiljefsinfo
Family Court:
https://www.courts.state.hi.us/family-court-civil-jefs-info-page

There are also training videos online for new JEFS Users. We urge you to review these materials to ease the transition to electronic filing for civil cases.

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

JIMS Civil Launch Dates

The launch of JIMS Civil and start of attorney efiling in civil cases began on the following dates:

District Court Civil Cases: October 7, 2019

Case Types include:

- Civil TROs
- Ignition Interlock
- Regular Claims
- Small Claims
- Special Proceedings - Post- Conviction Relief

Circuit Court Civil Cases: October 28, 2019

Case Types include:

- Circuit Court Civil
- Conservatorship & Guardianship
- Conservatorship Proceeding
- *Equity (all new cases are filed as Trust cases)
- *Large Guardianship (all new cases are filed as Conservatorship Proceeding cases)
- *Law (all new cases are filed as Circuit Court Civil cases)
- Mechanic and Materialman's Lien
- Prisoner Rights
- Probate
- *Small Guardianship (all new cases are filed as Conservatorship Proceeding cases)
- Special Proceeding
- Trust

*Documents associated to prior case types will remain status quo

Land and Tax Appeal Cases: November 8, 2019

Case Types include:

- Land
- Tax Appeal

Family Court Civil Cases: Will launch April 25, 2022

Case Types include:

Non-Confidential Cases:

- Civil Union/Divorce
- Domestic Abuse
- Family Court Appeal (C.S.E.A)
- Gun Violence TRO
- Parentage
- Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)
- Uniform Interstate Family Support (UIFS)

Confidential Cases:

- Adoption
- Adult Abuse
- Emancipation of Minors
- Family Court Miscellaneous
- Guardianship
- Termination of Parental Rights

Getting Started and Registration

Attorneys are currently required to electronically file all documents through JEFS.

To electronically file documents, attorneys must register online through the Judiciary's website.

If you are not already a JEFS User, register online. There is no charge to register.

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.

Law firms may designated a JFES Organization Administrator who will be able to:

- Approve and manage the attorney JEFS Users associated with the firm;
- Access all of the documents for cases in which a member of a firm is a party;
- File documents on behalf of an attorney. To designate a JEFS Organization Administrator, the firm should send their request to: dccrim.2dc@courts.hawaii.gov. For a JEFS Organization Administrator request form go to: https://www.courts.state.hi.us/wp- content/uploads/2019/08/JEFS-Org-Admin-Forms-2019.pdf

Technology Requirements

If you or your information technology staff need more assistance, please call the **JEFS Helpline** at 808-244-2998 or email dccrim.2dc@courts.hawaii.gov

Required:

A personal computer that can support the following software and peripherals:

- Operating System: Windows 7 or higher or Mac OS X or higher
- At least one computer monitor
- One email address per JEFS User
- Word processor software such as Microsoft Word (recommended)

- An internet connection and web browser
- Adobe Acrobat Reader for reviewing court documents.

Recommended:

- A second monitor
- Chrome 44, Firefox 43, IE11 or Safari 9
- Adobe Acrobat Standard or Pro DC for editing/converting documents
- Scanner or Multi-Purpose Scanner/Copier/Printer which may be necessary to image and covert paper documents to electronic PDF format.

JEFS Availability

JEFS is available every day, including holidays and weekends; except during maintenance periods:

- Monday through Saturday, midnight to 4 a.m.
- Sundays, midnight to noon.

Efiling may slow down prior to system maintenance possibly due to efiling volume, network, and other technical variables outside of JEFS and could cause the efiling submission to fail. To avoid this, JEFS Users should provide sufficient time to address technical issues prior to filing deadlines.

If JEFS is unavailable due to technical problems, users should submit a paper document to the appropriate court clerk for uploading. If JEFS is unavailable due to natural disaster or unforeseen circumstances that cause closure of the courts, filing deadlines may be extended by the order of the Chief Justice. JEFS Users should check the Judiciary website for special orders extending deadlines.

Note: JEFS Users will be automatically logged out of the system after 60 minutes of inactivity.

Removing JEFS User from Old/Terminated cases

For Family Court practitioners refer to HFCR Rule 87(b)(2), and HFCR Rule 87(a) regarding requests to remove an attorney of record in a case. The termination of a case in JIMS does not automatically remove an attorney as the 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.

Form of Documents

The first page of each efiled document must have at least a three-inch top margin or a three-inch-by-three-inch space in the top right corner to accommodate the electric JIMS filing stamp. The bottom margins must be at least one inch for the JIMS certification stamp.

Sealed vs. In-Camera Documents

When efiling a document, an attorney has the option to file a document as “Sealed” or “In-Camera.”

If the attorney selections “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.

If you have any questions about the form of efiled documents, please contact the JEFS Help Line at 808-244-2998 or email dccrim.2dc@courts.hawaii.gov.

Filing Fees

Attorneys may pay filing fees by credit card at the time of efiling by using the Hawai'i Information Consortium (HIC) secure line credit card system. HIC charges a 2.6% processing fee.

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, money order, or credit card within 10 days of efiling. Checks should be made payable to the "Clerk of the Court."

Under/over payments will be reviewed by court staff in the Legal Documents Branch (808-244-2969) or Estate and Probate (808- 244-2939) as appropriate. If you have any questions about your fee assessment or under/over payments, please contact these offices directly.

Non-payment of Filing Fees

If a court filing fee is not paid within 10 days of efiling, the document will be stricken and a complaint may be dismissed.

Civil Information and Additional Claims Information Sheets

Any initial civil complaint filed pursuant to HRCP 3 must be accompanied by a civil information sheet that is filed separately from the complaint. Any affirmative pleading filed after the initial complaint must also be accompanied by an additional claims information sheet and must be separately filed upon the filing of the affirmative pleading. If a case if transferred from district court to circuit court, the plaintiff must file a civil information sheet within seven days after the filing of the notice of docketing.

Fillable civil information and additional claims information sheets in PDF format will be available on the Judiciary's website before the JIMS launch.

For further information, please refer to HRCP 3 and 3.1 recently amended for JEFS implementation.

PDFs Only – Formatting, Bookmarks, 10 MB limit

JEFS accepts document filed in PDF format only. PDF documents may be created in several ways:

- In some versions of Microsoft Word, you may "save as" and selection "PDF." In other versions of Word, you may select "Adobe PDF" on the toolbar and then selection "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 instructions.

JEFS will not accept PDF document greater than 10MB. Content and formatting of the document may impact the overall file size in PDF format.

For example,

- Documents signed with a "/s/" will be smaller in size than with an original or inked signature.
- Documents with text only will be much smaller in file size 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 file size.

Before efiling, 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. To optimize a PDF file, go to: https://helpx.adobe.com/acrobat/using/optimizing-pdfs-acrobat-pro.html

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

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

Documents Filed in Error

An attorney who efiles a document in the wrong case, efiles an incorrect version of a document, adds the wrong party to the case, or files a document in error, should immediately call the **JEFS Helpline at 808-244-2998 or email dccrim.2dc@courts.hawaii.gov.** Be prepared to provide the Case ID, the docket number, the description of the erroneous efiling, and the efiling date and time.

In some instances, the clerk is not allowed to change the entry without a court order. In such cases, the filing party will need to efile a motion to correct the record. The clerk's corrective action, if allowed, will generate a Notice of Correction (NOC) that will be emailed to JEFS Users and sent by U.S. mail for non-JEFS Users.

Importance of Docket Descriptions/Codes with E-Filing

When efiling a document, the JEFS efiler 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. See Appendix B for preferred docket codes.

Efiling 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)

After a document is efiled, JIMS sends a Notice of Electronic Filing (NEF) to parties on the case who are 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 not electronically served. The NEF is sent as follows:

- When attorneys and firms staff initiate a new case in JEFS, the initiator will receive the NEF. Case initiators should remember to add themselves as a party to the case to continue to receive all future NEFs after case initiation.
- When a JEFS User efiles a document in an existing case.
- When court staff efiles a document and/or makes a docket entry in case.
- A Notice of Court Date (NOCD) can be sent when a court event is scheduled by court staff.

Please note that a separate NEF will not be sent when a party is added to a case. A Notice of Appearance will be sent when an attorney is added to a case and a NAP must be filed.

Signatures

JEFS Users shall sign documents by typing their names in the space usually reserved for a handwritten signature preceded by "/s/" (e.g., "/s/ Jane Lawyer").

Requesting Hearing Dates

Second Circuit, District and Family Court Civil parties will request hearing dates by phone calls.

The procedure will be as follows:

1. The filing party shall call the appropriate court staff for a hearing date:
   Courtroom #1 – 808-244-2955
   Courtroom #2 – 808-244-2980
   Courtroom #3 – 808-244-2860
   Courtroom #4 – 808-244-2820
   Wailuku District Ct. – 808-244-2846
   Rural Courts – 808-661-0970
   Family Court – 808-244-2700
2. It is the filing party's responsibility to fill in the assigned date, time, location of the hearing, and clerk's initials (District Court only) before filing a motion in JEFS. Also, court rules require the hearing date, time, and assigned judge to be included on the first

page of the filed motion.

3. Upon receipt of the efiled Motion, the Motion date will be scheduled.
4. The filing party (and JEFS users) will receive a NEF.
5. The filing party must conventionally serve self-represented parties who are not JEFS Users.
6. Filing party must provide two courtesy copies to the Circuit Court (unless waived by the court). No courtesy copies are required for District or Family Court.

Ex Parte Motions Procedure

CIRCUIT COURT/FAMILY COURT

The procedure is as follows:

1. Filing party shall efile the Ex Parte Motion together with the proposed order as one document. The document shall be titled "Ex Parte Motion for [fill-in]".
2. The Ex Parte Motion will be reviewed by the assigned Judge and a separate order will be efiled by the court staff granting or denying the Ex Parte Motion. The Proposed Order for the judge's signature, shall include the attorney caption.
3. Denied orders will be noted "Denied" and efiled by the division/court staff.
4. Orders granting the motions will be efiled by the division/court staff.

DISTRICT COURT

Attorneys should efile Ex Parte Motions as Proposed Document.

Docket Category	Docket Type
DOCUMENT	Proposed

Courtesy Copies

Circuit Court requires two (2) paper courtesy copies of all documents that relate to any request for court action to the court. This includes but is not limited to: motions, non-hearing motions, petitions, and any opposition to and reply in support thereof, as well as exhibits, declarations, and affidavits in any way related to the request for court action; settlement conference statements; trial briefs; and notices of appeal.

Courtesy copies of the following need not be delivered to the court: complaints and amended complaints, answers, appearances of counsel, certificates of service, entry of default, routine discovery (including designations, and naming of witnesses, disclosures, answers to interrogatories and document requests, requests for admissions, export reports, etc.), returns and acknowledgement of service.

For district and family courts, no hard copy courtesy copies shall be required to be provided to the court.

Certified Copies of Court Documents

Certified copies of court documents filed in JEFS are available one time only at no cost in JEFS and can be purchased from eCourt Kokua, the website through which the public may access court information online. An electronic certification will appear in red on the bottom of the first page of the document.

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

Proposed Orders, Decrees, and Judgments

Proposed orders, decrees, and judgments should be filed with a cover sheet as the first page (e.g., Proposed Order Denying Motion to Dismiss) as required by HEFSR 9.1.

Please do not 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 RCCH 23(a).

If a proposed order, decree, or judgment is not approved as to form within the time specified in RCCH 23(b) or is disputed, then you may file a Notice of Submission with the proposed order, etc. as set for in RCCH 23(b). Objection to the form of a proposed order should be filed within the time specified in RCCH 23(b) along with the objecting party's counter-proposed order, decree, or judgment. The following docket codes should be used when filing proposed orders, etc.

For disputed orders, the party shall efile a Notice of Submission within the proposed order attached. The attorneys shall use the appropriate docket codes to efile proposed document in JEFS:

CIRCUIT/FAMILY COURT

Docket Category	Docket Type
DOCUMENT	Notice of Submission
DOCUMENT	Proposed Or
DOCUMENT	Proposed Document

DISTRICT COURT

Docket Category	Docket Type
DOCUMENT	Proposed Judgment
DOCUMENT	Proposed

The court will review and sign proposed orders, decrees, and judgments which will be filed by court staff. Prevailing parties are required to conventionally serve the self-represented parties and non-JEFS Users, along with the Notice of Entry.

Subpoenas and Summons

Upon request, registered attorney JEFS Users may obtain signed and sealed electronic PDF subpoena and summons from the Legal Documents Branch. The PDF subpoena and summons forms will not be accessible on the Judiciary's website.

Self-represented parties must fill out subpoena and summons forms and present them to the Legal Documents Branch for a file stamp and seal.

Once a subpoena or summons is served, the return of service is either scanned and efiled by the JEFS User or conventionally filed by the self- represented party at the Legal Documents Branch where it will be scanned and efiled into JIMS by the clerk.

With respect to HRCP 45(a) subpoenas, Legal Documents 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 will be required to file the first page of the subpoena/summons form at issuance and the second page after service.

Return of Service

Process Servers shall submit the completed Return of Service to the attorney for efiling.

Court Forms

Second Circuit forms can be accessed on the court forms webpage at:

District Court
https://www.courts.state.hi.us./self-help/courts/forms/maui/district_court_forms

Family Court
https://www.courts.state.hi.us./self-help/courts/forms/maui/family_court_forms

Circuit Court
https://www.courts.state.hi.us./self-help/courts/forms/maui/circuit_court_forms

Enhancements

The Judiciary welcomes suggestions on how JEFS can be improved. Attorneys can call the Second Circuit Court JEFS Helpline at 808-244-2998.

Contact Information/Support

General questions on JEFS can be directed to the Second Circuit Court JEFS Helpline at 808-244-2998.

Specific questions about the Court Annexed Arbitration Program (808-244-2927), Estate and Probate (808-244-2939) processes should be directed to those offices.

Individual Civil Circuit, District, and Family Court Divisions can be reached at their regular office phone numbers. Each division has its own JIMS email address that attorneys may use for appropriate purposes.

Courtroom	Judge	Email	Telephone
1	Kirstin Hamman	Courtroom1.2cc@courts.hawaii.gov	808-244-2955
2	Peter T. Cahill	Courtroom2.2cc@courts.hawaii.gov	808-244-2980
3	Annalisa M. Bernard Lee	Courtroom3.2cc@courts.hawaii.gov	808-244-2860
4	Michelle L. Drewyer	Courtroom4.2cc@courts.hawaii.gov	808-244-2820
3C/3D Lahaina DC Molokai DC Lanai DC Hana DC	Christopher M. Dunn	Dccrim.2dc@courts.hawaii.gov	Wailuku 808-244-2846 Rural Courts 808-661- 0970, select “0”
Family Court Maui, Molokai, and Lana`i	James R. Rouse Sonya H. Toma	Courtroomb.2cc@courts.hawaii.gov	808-244-2700

APPENDIX A: Location Codes for all Civil Cases

These are the **Second Circuit Court** location codes used in JEFS/JIMS:

Court	Circuit	Location Code	Description
Circuit	2C - SECOND	WA	WAILUKU DIVISION
District	2D - SECOND	HA	HANA DIVISION
District	2D - SECOND	LH	LAHAINA DIVISION
District	2D - SECOND	LN	LANA`I DIVISION
District	2D - SECOND	ML	MOLOKA`I DIVISION
District	2D - SECOND	WA	WAILUKU DIVISION
Family	2F – SECOND	LN	LANA`I DIVISION
Family	2F – SECOND	ML	MOLOKA`I DIVISION
Family	2F – SECOND	WA	WAILUKU DIVISION

APPENDIX B: Docket Codes Listing for District, Circuit, Family Court Civil Cases

DISTRICT COURT

Document Category	Document Type
Application	Application
	ExP-App for Relief of Cost; Ord
	Rqst Access Court Record-HCCR
Complaint	Amended Complain; Money owed
	Complaint
	Complaint Amended
	Complaint and Summons
	Counterclaim
	Cross Claim
	Exempl Foreign Judgment
	Intervention
	Statement-Claim And Notice
Confidential Documents	Info Confidential Ntc – HCCR9
	Info Confidential Doc – HCCR9
Correspondence	Return Mail
Counsel	Request for Attorney Fees
	Withdrawal & Substl of Counsel
Document	Certificate
	Demand for Jury Trial
	Deposition
	Document
	Exhibit List
	Fee Exemption

DISTRICT COURT – Continued

Document Category	Document Type
Document – cont'd	List of Exhibits
	List of Witnesses
	Proposed
	Release of Garnishee
	Req for Audio-Video Recording
	Request for Transcript
	Satisfaction-Judgment
	Withdrawal
	Witness and Exhibit List
Event Status	Entry by Default
Judgment	Amended Judgment
	Judgment
	Judgment & Not Entry of Judg
	Judgment for Possession
	Judgment on Order Granting
	Proposed Judgment
Memorandum	Memo in Reply/Response to
	Memorandum
	Memorandum in Opposition
	Memorandum in Support
Miscellaneous	Acknowledgment of Receipt
	Letter
	Return of Records/Exhibits
	Transcript of Proceedings
Motion	Ex Parte – Svc by Publication
	Ex Parte Ext for Def Judgment
	Ex Parte Ext for Services
	Ex Parte Mot-Exam Judg Debtor

DISTRICT COURT – Continued

Document Category	Document Type
Motion – cont'd	Ex Parte Motion
	Ex Parte Motion/Petition
	Ex Parte-Issue Garnishee Sumns
	Mot-Default Judg/Summary Judg
	Motion for _____
	Mtn for Withdrawal/Sub of Cnsl
	Non-Hearing Motion
Notice	Amended Notice of Hearing
	Appeal fr Dec Dir of Cust Svcs
	Not W/drawal of Mtn Filed On
	Not-Chapter 13 Bankruptcy Peti
	Notice
	Notice of Dismissal – Partial
	Notice of Entry of Judgment
	Notice of Hearing
	Notice of Removal
	Notice of Setting
	Notice of Taking Deposition
	Notice-Appearance/Counsel
	Notice-Bankruptcy
	Notice-Dismissal w/Prejudice
	Notice-Dismissal w/o Prejudice
	Notice-Entry Judgment/Order
	Notice-Pendency of Action
	Notice of Appeal
Other documents	Notice-Payment of Fees
	Other

DISTRICT COURT – Continued

Document Category	Document Type
Petition	Amended Petition
	Ex Parte Petition for TRO
	Ex Parte-Pet for Ign Interlock
	Pet. For Writ of Prohibition
	Petition for
	Petition-Post Convict Relief
Reports and Findings	Bankruptcy Status Rpt
	Status Report
Response	ANSWER TO COMPLAINT
	Answer; Addt'l Claims
Service	Acknowledgment of Service
	Affidavit of Mailing
	Affidavit of Publication
	Certificate of Mailing
	Certificate of Service
	Proof of Mailing
	Proof of Service by Mail
	Return of Service or Summons
	Service-Return/Acknowledgement
	Statement of Mailing
Statements	Position Statement
Stipulation	Stip Dis w/o Prej all Cla & Pty
	Stip Dism w/Prej all Cla & Pty
	Stip to Continue Case
	Stipulation to Dismiss
	Stipulation to
Subpoena	Subpoena
	Subpoena Duces Tecum

DISTRICT COURT – Continued

Document Category	Document Type
Supporting Document	Affidavit
	Affidavit Filed
	Decla Jdg Cred Garnish Wages
	Declaration
	Disclosure of
	Errata Re:
	Summons

CIRCUIT COURT

Document Category	Document Type
Application	App Approv Transf Settl Rights
	Application
	Ex Parte App-Depo Writ Interog
	Rqst Access Court Record-HCCR
Case Status	Remand from Circuit Court
Complaint	Complaint
	Complaint Amended
	Complaint and Summons
	Counterclaim
	Cross Claim
	Exempl Foreign Judgment
Confidential Documents	Confidential Letter – HCCR9
	Info Confidential Ntc – HCCR9
	Info Confidential Doc – HCCR9
Counsel	Affid/Dec Re: Atty Fees,Cost
	Request for Attorney Fees and
	Withdrawal & Substl of Counsel
Document	Certificate
	Charge Under Oath
	Claim
	Creditor's Claim
	Demand for Jury Trial
	Deposition
	Deposition Desig of Depo of
	Document

CIRCUIT COURT – Continued

Document Category	Document Type
Document – cont'd	Exhibit List
	Fee Exemption Form
	Final Naming of Witnesses
	HRS 667-17 Affirmation
	Prop Find Facts, Cncl of Law
	Proposed Document
	Proposed Jury Instructions
	Proposed Order
	Proposed Order Setting Scheduling Conference
	Receipt
	Rel of Not of Penden of Action
	Release of Garnishee
	Release of Lien
	Req Wdwl of Exhs & Receipt
	Req for Audio-Video Recording
	Req for Scheduling Conference
	Request for Transcript
	Satisfaction-Judgment
	Settlement Agreement
	Withdrawal
	Witness List
	Witness and Exhibit List
	Written Request for Disclosure
Event Status	Entry of Default
Judgment	Amended Judgment
	Judgment
	Judgment & Not Entry of Judgment
Memorandum	Memo in Reply/Response to
	Memorandum

CIRCUIT COURT – Continued

Document Category	Document Type
Memorandum – cont'd	Memorandum in Opposition
	Memorandum in Support of
	Memorandum of Pretrial
Miscellaneous	Change of Address
	Letter
	Return of Records/Exhibits
Motion	Ex Parte – Ext For PTS
	Ex Parte – Svc by Publication
	Ex Parte Ext for Def Judgment
	Ex Parte Ext for Service
	Ex Parte Mot-Exam Judg Debtor
	Ex Parte Motion
	Ex Parte Motion/Petition
	Ex Parte-iss out of state depo
	Ex Parte-issue Garnishee Summons
	Ex Parte-serv by Cert Mail
	Mot-Default Judg/Summary Judg
	Mot-Partial Summary Judgment
	Mot for Confirmation of Sale
	Motion for Reconsideration
	Motion for Taxation of Costs
	Motion for
	Motion to Compel Discovery
	Motion to Continue
	Motion to Dismiss
	Motion to Proceed in Forma Pauperis
	Motion to Quash

CIRCUIT COURT – Continued

Document Category	Document Type
Motion – cont'd	Motion to Set Aside
	Motion to Vacate
	Motion/Summary Judgment
	Mtn for Withdrawal/Sub of Cnsl
	Non-Hearing Motion
	Request
	Request for Default by Clerk
	Request to be Exempt CAAP
	Request-Entry Default
	Request-Entry Default by Clerk
Notice	Amend Notice of Hearing
	Demand for Notice
	Not W/drawal of Mtn Filed On
	Not-Chapter 3 Bankruptcy Peti
	Notice
	Notice of Appeal
	Notice of Dismissal
	Notice of Dismissal – Partial
	Notice of Entry of Judgment
	Notice of Hearing
	Notice of Removal
	Notice of Setting
	Notice of Taking Deposition
	Notice-Appeal/Req Tr De Novo
	Notice-Appearance/Counsel
	Notice-Bankruptcy
	Notice-Dismissal w/Prejudice

CIRCUIT COURT – Continued

Document Category	Document Type
Notice – cont'd	Notice of Dismissal w/o Prejudice
	Notice-Entry Judgment/Order
	Notice-Lis Pendens
	Notice-Pendency of Action
	Notice-Resetting
	Notice-Submission
	Notice-Trial Setting
	Notice-Trial Setting Conf
	Waiver-Notice
ORD – Order	Fee Standing Ord of Restituti
OTH – Other Documents	Official Receipt
	Other
	Satisfaction
PET – Petition	Amended Petition
	Ex Parte Pet to Renew Letters
	Ex Parte Petition
	Ex Parte Petition for TRO
	Pet-Det Good Faith Settlement
	Pet/Adm to Drug Court TIV
	Pet/Adm to Drug Court TV
	Petiti-Amend Trans/Number
	Petition For
	Petition-Post Convict Relief
RPT – Reports and Findings	Bankruptcy Status Rpt
	Commissioner's Report
	Joint Report of the Parties
	Status Report

CIRCUIT COURT – Continued

Document Category	Document Type
Response	ANSWER TO COMPLAINT
	Answer
	Answer & Disclosure
	Answer; Addt't Claims
	Reply
	Response
Service	Acknowledgment of Receipt
	Acknowledgment of Service
	Affidavit of Mailing
	Affidavit of Publication
	Affidavit of Service
	Appear & Ack of Service
	Certificate of Mailing
	Certificate of Service
	Declaration re: Attempt Svc
	Proof of Mailing
	Proof of Service by Mail
	Return of Service or Summons
	Service-Return/Acknowledgement
	Statement of Mailing
	Statement of Mailing: Exh 1&2
	Statement of Mailing: Exh A&B
Statements	Closing Statement
	Position Statement
	Pre Trial Statement
	Responsive Pretrial Statement
	Scheduling Conference Statement
	Settlement Conf Statement

CIRCUIT COURT – Continued

Document Category	Document Type
Statements – cont'd	Statement of Stipulation
	Stip Dis w/oPrej all Cla & Pty
	Stip Dism w/Prej all Cla & Pty
	Stip to Continue Case
	Stipul-Continue He/Order
	Stipulation to Dismiss
	Stipulation to
Subpoena	Subpoena
	Subpoena Duces Tecum
Supporting Documents	Acknowledgment of Authority
	Additional Claims Info Sheet
	Affidavit
	Affidavit Filed
	Affidavit of Attesting Witness
	Approval
	Approval & Joinder
	Attorney Affirmation
	Birth Certificate
	Cert Copy Last Will & Testament
	Certificate of Death
	Certificate of Service of Scheduling Conference
	Certified Record of Appeal
	Civil Information Sheet
	Decia Jdg Cred Garnish Wages
	Declaration
	Disclaimer
	Disclosure of
	Distribution St & Acct of Comm

CIRCUIT COURT – Continued

Document Category	Document Type
Supporting Documents – cont'd	Errata Re:
	Exhibit
	Final Report
	Inventory
	Joinder
	Joinder and waiver of Notice
	Objections
	Suggestion of Death
	Summons
	Supp Cert Record on Appeal

FAMILY COURT

Document Category	Document Type
Application	Application
	Filing Fee Waiver Request
Brief	Answering Brief
	Opening Brief
	Reply Brief
	Supplemental Opening Brief
Complaints	Administrative Findings & Order
	Complaint Amended
	Counterclaim
	Complaint
	Complaint and Summons
	Civil Union Divorce Info
	Exemplified Foreign Judgment
	Notice Kids First
	Matrimonial Action Info
	Notice of Appeal to Family Court
	Registration of Foreign Child Custody Order
	Registration of Support Order
	Uniform Support Petition
	Cross Claim
Confidential Documents	Info Confidential Notice – HCCR9
	Info Confidential Document – HCCR9
Counsel	Affidavit/Declaration Re: Attorney Fees, Cost
	Request for Attorney's Fee and Costs
	Withdrawal & Sub. of Counsel
Document	Certificate of Live Birth

FAMILY COURT - Continued

Document Category	Document Type
Document – cont'd	Disposition
	Document
	Exhibit List
	List of Exhibits
	Proposed Findings of Facts & Conclusions of Law
	Proposed Document
	Request for Transcript
	Proposed Order
	Request for Withdrawal of Exhibits & Receipt
	Witness List
	Request for Withdrawal of Exhibits & Receipt
	Witness List
	Written Request for Disclosure
	Entry of Default
Event Status	Proposed Judgment
Judgment	Memorandum
Memorandums	Memorandum in Opposition
	Memorandum in Support of
	Appearance of Counsel
Miscellaneous	Change of Address
	Letter
	Property Division Chart
	Ex Parte Motion
Motions	Motion For _____
	Non-Hearing Motion
Notices	Amended Notice of Hearing
	Amended Notice of Appeal
	Notice – Appearance/Counsel
	Notice – Entry Judgment/Order
	Notice of Hearing

FAMILY COURT - Continued

Document Category	Document Type
Notices – cont'd	Notice
	Notice - Submission
Order	Order/Notice Withholding Income Child Support
	Proposed Order
Other Documents	Other
	Proposed Divorce Decree
Petitions	Amended Petition
	Emergency Ex Parte Petition
	Ex Parte Petition
	Ex Parte Petition for TRO
	Petition For _____
	Petition for Adoption (Adult)
	Petition for Adoption (Father)
	Petition for Paternity/Custody Visitation & Support Order
	Petition for Custody, Visitation Support Order after VEP
Report	Initial Report Guardian Incapacitated Person
Report and Findings	Annual Report of Guardian
	Bankruptcy Status Report
	Custody Evaluators Report
	Guardian Ad Litem Report
	Report of the Fact Finder
	Report – Kokua Kanwai
	Status Report/Recommendations

FAMILY COURT - Continued

Document Category	Document Type
Response	Answer to Complaint
	Answer
	Appearance & Waiver
	Consent
	Reply
	Response
	Response to Petition
Service	Acknowledgment of Receipt
	Affidavit – Mail in Lieu Publish
	Affidavit of Service
	Affidavit of Mailing
	Affidavit of Publication
	Acknowledgement of Service
	Certificate of Mailing
	Certificate of Service
	Proof of Mailing
	Proof of Service
	Service – Return/Acknowledgment
	Return of Service
	Statement of Mailing
Statements	Custody/Visitation Statement
	Position Statement
	State of _____
Subpoena	Subpoena
	Subpoena Duces Tecum

FAMILY COURT - Continued

Document Category	Document Type
Supporting Documents	Asset and Debt Statement
	Affidavit
	Adoption Hearing Flag Sheet
	Agreement incident to Divorce
	Affidavit of Plaintiff
	Agreement Contemplation Divorce
	Certificate of Death
	Consent of Child
	Certified Record of Appeal
	Child Support Guidelines Worksheet
	Declaration
	Notice to DHS of Pendency of Action
	Errata Re:
	Exhibit
	Financial Information Sheet
	General Consent to Adoption
	Genetic Test Results
	Income and Expense Statement
	Income Withholding for Support
	Joinder
	Kids First Info Sheet
	Medical Records & Info
	Proposed Parenting Plan
	Supplemental Affidavit Direct Payment
	Specific Consent to Adoption
	Supplemental Certified Record on Appeal
	Suggestion of Death
	Summons
	Waiver of Notice & Consent to Guardianship