

# **JEFS OPERATIONAL INFORMATION FOR 1C FAMILY COURT CIVIL CASES**

April 8, 2022 Presentation to  
HSBA members



# JEFS RESOURCES AND CONTACT INFO

## JEFS FC Civil Information Page on Judiciary Website

- <https://www.courts.state.hi.us/family-court-civil-jefs-info-page>
- JEFS Users System Manual (Technical JEFS info), JEFS Users Guide (Operations for ea. Circuit), JEFS FAQs, etc.

## JEFS Questions **prior to April 25, 2022**

- Email [pao@courts.hawaii.gov](mailto:pao@courts.hawaii.gov)
- Phone: Legal Documents Branch of each circuit

## JEFS Technical questions **between April 25 - May 20**

- Check the FC Civil JEFS Information page on 4/25/22 for the Technical support number.



# JEFS RESOURCES AND CONTACT INFO

For JEFS case specific or court operations policy questions **between April 25 - May 20**, please contact:

## First Circuit

- email: FCCivil.1CC@courts.hawaii.gov
- phone: 808-954-8101

## Second Circuit

- email: email DCCrim.2DC@courts.hawaii.gov
- phone: 808-961-7400

## Third Circuit - Hilo

- email: CFC.3CC@courts.hawaii.gov
- phone: 808-961-7400

## Third Circuit - Kona

- email: KonaFC.3CC@courts.hawaii.gov
- phone: 808-322-8750

## Fifth Circuit

- email: JIMSQuery.5CC@courts.hawaii.gov
- phone: 808-482-2673



# QUESTION: WHAT ARE THE HOURS OF OPERATION FOR ELECTRONIC COURT FILING?

The electronic filing system is available every day, including holidays and weekends. The system is shut down for maintenance each night from Monday through Saturday between midnight and 4:00 a.m. System maintenance is longer on Sundays from 12:00 a.m. to noon. The system may have slowdowns near midnight. System availability information can also be found on the [Judiciary's e-filing webpage](#).



# QUESTION: WHO CAN WE CONTACT FOR E-FILING PROBLEMS AFTER WORK HOURS AND ON WEEKENDS?

The Judiciary does not offer live customer support for JEFS users after work hours or on weekends. If you are not comfortable with using JEFS, we suggest that you electronically file your documents during business hours sufficiently prior to any deadline so that you can contact the court staff if you are unable to efile successfully.



# BASIC JEFS/JIMS TERMINOLOGY

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



# BASIC JEFS/JIMS TERMINOLOGY

Term	Definition
Confidential	In JEFS/JIMS, “confidential” is a designation for a case. All documents and information in a confidential case are not accessible to the public. Parties on a confidential case will have access to the case in JEFS.
Sealed	In JEFS/JIMS, “sealed” is a designation for a document(s). Sealed documents are not accessible to the public, but are accessible to other parties on the case.
In-Camera	IN JEFS/JIMS, “in camera” is a designation for a document(s). In-Camera documents are only accessible to the presiding judge in the case. A document e-filed as in-camera is not accessible by the parties or public.



# QUESTION: WHAT ARE THE CASE TYPES IN JEFS/JIMS?

Family Court Civil cases in JEFS/JIMS are categorized into the following types of cases that generally correspond to how the cases were categorized in HAJIS/Ho'ohiki:

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)

Note: See JEFS User Guide for listing of Family Court Miscellaneous sub-case types (e.g. Child Custody, Involuntary Hospitalization).





# QUESTION: WILL FC-S CASES BE PART OF JEFS ONE DAY?

There are no plans at this time to include Family Court Special (FC-S) or Family Court Juvenile (FC-J) cases in JEFS/JIMS.



# JEFS/JIMS FAMILY CIVIL LAUNCH TIMELINE


April 20 (W) – Ho‘ohiki data freezes at 4:30 p.m. Conventional filing continues.

April 22 (F) – Entire JEFS/JIMS system will be offline from 5 p.m. through the weekend.

April 25 (M) – Launch of JIMS FC Civil. Mandatory attorney JEFS e-filing begins.

April 25 (M) – JIMS Statewide (Technical) and Circuit (Operational) Support begins.

May 20 (F) – JIMS Statewide (Technical) and Circuit (Operational) Support ends.



# QUESTION: HOW MUCH IS THIS SYSTEM LIKE THE FILINGS IN APPELLATE, CRIMINAL AND CIVIL CASES? CAN WE USE THE SAME PASSWORD FOR JEFS?

JEFS is the same basic system for efileing for all supported cases types (Appellate, Criminal and Civil). There are minor differences in JEFS features for individual case types.

If you are already a registered JEFS user, your JEFS login and password will remain the same.




# QUESTION: HOW WILL WE VIEW, ACCESS AND DOWNLOAD CASE FILES AND DOCUMENTS?

If you are a JEFS user, you do not need to pay to view or access documents that are available online in your active cases (My Cases, All Firm Cases). You may download the electronically filed documents in your active cases for free from your Manage Cases screen and print them if desired.

When JEFS users electronically file through JEFS, they upload their documents and the image of the documents are usually accessible online within 20 to 30 minutes. On the other hand, if the documents are conventionally filed over-the-counter by a self-represented litigant, the clerk must scan the documents and then upload them to the docket in JIMS. Depending on the clerk's workload, it might take several days before those documents are viewable in JEFS/JIMS.

Please note that not all public documents will be available online through JEFS or the JIMS public interface, called eCourt Kokua. Particularly, all Family Court civil documents that were conventionally filed prior to the launch of JIMS Family Court Civil cannot be downloaded online because they will be retained in paper format at the courthouse and will not be scanned into JIMS.



# QUESTION: FOR SEARCHING COURT CASES, WILL THERE CONTINUE TO BE A HO`OHIKI SYSTEM AND WHAT CASES WILL BE ON THE SYSTEM?

Effective April 25, 2022, Ho'ohiki will be deactivated. All non-confidential Family Court Civil information will be available in eCourt Kokua.

Please note that not all public documents will be available online through JEFS or the JIMS public interface, called eCourt Kokua. Particularly, all Family Court civil documents that were conventionally filed prior to the launch of JIMS Family Court Civil cannot be downloaded online because they will be retained in paper format at the courthouse and will not be scanned into JIMS.



# QUESTION: WHAT IS THE CASE ID FORMAT WHEN ENTERING MY CASE ID IN JIMS?

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](#).



# LAUNCH DAY CATCH UP STARTS APRIL 25 (MON)

All attorneys will begin mandatory e-filing through JEFS.

Court documents that have been conventionally filed at the courthouse during the blackout period (on April 21&22) will be docketed by court staff into JIMS.

Information relating to court events, such as minutes from court hearings during the blackout period (on April 21&22), will be manually entered into JIMS by the court staff.

It may take court staff some time to complete the input of work from the blackout period. Therefore, your patience is greatly appreciated.



# CASE PARTIES AND SERVICE

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

Parties represented by attorneys will be served electronically via a Notice of Electronic Filing (NEF) beginning on April 25.

JEFS users, however, must provide conventional service at case initiation and throughout the case to all non-JEFS parties (mostly self-represented litigants), as provided in HEFSR 6.2 and the revised HFCR Rule 1(c) and 1(d).

Attorneys have the capability in JEFS to e-file to 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 to a non-confidential case.

Attorneys should not add other attorneys as a party to a case.





# QUESTION: ARE UNREPRESENTED PARTIES REQUIRED TO FILE DOCUMENTS ELECTRONICALLY?

Self-Represented Litigants are not required to use JEFS and may still file conventionally. Under the Hawaii Electronic Filing and Service Rules, however, Self-Represented Litigants may request to become JEFS users to e-file and receive service via JEFS on an existing case.



# QUESTION: WITH JEFS, WILL NEFS BE DISTRIBUTED AUTOMATICALLY TO THE PARTIES AND/OR RECIPIENTS ON RECORD?

Only JEFS users who are parties to the case will receive a NEF. Self-represented litigants (SRLs) who are not JEFS users will still need to be served through conventional means – US Mail or personal delivery – as currently required by court rule.



# HCRR RULE 9

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).

Once JIMS FC Civil launches, all unsealed documents in non-confidential cases will be available for purchase/download by the public through the Judiciary's eCourt Kokua system.

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 in documents that will be available to the public.

More detailed information is available in HCCR and in the FC Civil JEFs User Guide.



# QUESTION: CAN WE USE INITIALS FOR NOTICE TO ATTEND KIDS FIRST?

Yes. Attorneys should use the minor's initials on the Notice to Attend Kids first form and include the age of the minor in parenthesis.



# QUESTION: FOR OUR CLIENT'S FINANCIAL INFORMATION, TO PRESERVE THEIR PRIVACY, IS IT OK IF WE FILE A DOCUMENT AS SEALED?

Attorneys must comply with applicable statutes and rules when sealing documents. It is not proper to just seal documents publicly available because they do not want it to be shared with the public. In regards to documents that include financial information, they should be accessible to the public when filed in case types that are open to the public (e.g. divorce). In publically accessible case types, Rule 9 of HCRR must be followed. For case types in which filed documents are confidential by statute/court rule, the financial information will not be accessible by the public. The court can unseal documents which were not properly sealed.



# 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 all the parties on the case.

If the attorney selects “In Camera,” then only the Judge and their designated employees will be able to view the document. The Court can order that only 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.



# QUESTION: CAN WE DECLARE ANY DOCUMENT WE WANT TO AS "SEALED" JUST BECAUSE WE FEEL LIKE IT?

While JEFS users have the ability to temporarily seal any document when e-filing, each sealed, e-filed document will eventually be reviewed by the court and other parties. The court can unseal improperly sealed documents. Attorneys should comply with applicable statutes and court rules when e-filing a document under seal.



# QUESTION: IF WE ARE THE ONES SEALING THE DOCUMENT, CAN WE SEE IT?

JEFS treats sealed and in camera documents differently. The attorney on the case will be able to see any sealed documents filed. No one other than the Judge on the case may see in camera documents. You should be able to provide a copy to your client of any sealed documents you have filed in their case.





# CASE CONFIDENTIALITY DURING CASE CREATION

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

Adult Abuse

Adoption

Assisted Community Treatment

Emergency Examination – Adult

Emergency Examination – Minor

Guardianship

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



# CASE CONFIDENTIALITY DURING CASE CREATION

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

Documents e-filed in these categorically confidential cases 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.



# QUESTION: CHILDREN'S GUARDIANSHIPS ARE AUTO CONFIDENTIAL, BUT THOSE OF ADULTS ARE NOT. CAN WE SEPARATE THEM/SELECT THE CONFIDENTIAL BOX?

Guardianship of a minor cases are confidential and guardianship of the incapacitated adult cases will be unsealed by the Legal Documents Branch at case initiation. It is not possible to separate the two forms of guardianship or allow you to select “confidential” at case initiation.



# DOCUMENTS SEALED UPON FILING

The recently adopted HFCR 7.2 requires that the following types of documents be sealed upon filing. In non-confidential cases, JEFS users must manually seal the following documents when e-filing:

Divorce Action Information/Matrimonial  
Action Information/Civil Union Divorce Action

Information Notice/Order to Withhold  
Income

Petition for Paternity

Hawai'i Paternity Action Information

Confidential Information Sheet/Form A

Attachment for Information on Additional  
Children

Birth certificate

Marriage certificate

Death certificate

DNA testing results

Court ordered professional evaluation

Custody Investigation and/or Evaluation  
Reports

Guardian Ad Litem reports

Kokua Kanawai reports



# 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.

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."

If a court filing fee is not paid within ten days of e-filing, the initiating document or motion may be stricken from JIMS, and a case may be dismissed.



# QUESTION: WHEN SUBMITTING A PAYMENT DUE TO COURT IN PERSON, DO WE NEED TO SUBMIT PAYMENT TO THE KAPOLEI COURT?

Payments for Family Court cases may also be made at Kaahumanu Hale.



# QUESTION: FOR THE INITIATION FEE, IF WE CLICK "FEE WAIVER" REQUEST, DOES A FORM AUTOMATICALLY POP UP?

When selecting a fee waiver, the JEFS system will require the e-filing of a completed and wet signed "Filing Fee Waiver Request" as a supporting document. A judge will review the request, and the attorney/requestor will be notified by a Notice of Electronic Filing (NEF) when the judge makes a decision.



# QUESTION: IF WE ARE COMING UP TO THE 10-DAY PAYMENT DEADLINE, WILL WE BE GETTING A REMINDER?

If the JEFS user chooses not to pay at the time of e-filing, they will be informed that they have 10 days to pay. After that notice, the JEFS system will not remind the JEFS user to pay the amount owed. However you may look at manage payments to see a list of your and/or your firms outstanding filing fees.



# DOCUMENT CATEGORY/DOCUMENT TYPE

**Documents Information**

*Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check the "sealed" box only if the case is a public case and*

- 1. the court has granted your motion to seal the document, or*
- 2. the document is one that may be submitted under seal without an order of the court*

Document Category\*  Document Type\*

Document Name\*

In Response To

Docket For\*

Attach Document

Notes

Filing Parties\*

# DOCUMENT CATEGORY/DOCUMENT TYPE

**Documents Information**

*Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check the "sealed" box only if the case is a public case and*

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2. the document is one that may be submitted under seal without an order of the court

Document Category\*

Document Type\*

Document Name\*


In Response To

Filing Parties\*

Docket For\*

Attach Document  No file chosen

Notes





# IMPORTANCE OF DOCUMENT TYPE USED

When e-filing a request for filing fee waiver, for example, the prescribed document category/document type is “Application”/“Filing Fee Waiver Request.”

When e-filing any document in JEFS, the JEFS e-filer should try to use the prescribed document category/document type corresponding to that specific type of document.

E-filing a document using a non-prescribed document category/document type will likely result in delayed document processing.

Prescribed document category/document type are mentioned throughout the JEFS Users Guide. In the First Circuit, they will be noted on the bottom of each court form. A comprehensive listing of prescribed docket categories/descriptions used begins in Appendix A of that guide.



# OBTAINING HEARING DATES

In divorce/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.

To request a hearing date via Ex Parte Motion, the JEFS users shall e-file the Ex Parte Motion, Proposed Order Granting/Denying the Ex Parte Motion, Motion, and Proposed Scheduling Order.

If the Motion/Ex Parte Motion 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.

For special division case types, please refer to the 1C JEFS Users Guide. For cases in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> circuits, please refer to their circuit-specific JEFS Users Guide.



# SUBMISSION OF PROPOSED ORDERS, DECREES, AND JUDGMENTS

All Proposed orders, decrees, and judgments should be e-filed with a proposed coversheet 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.



# QUESTION: DO ATTORNEYS SUBMIT PROPOSED ORDERS BY DELIVERING THEM TO THE JUDGE'S CHAMBERS OR WILL THE JUDGES BE GIVEN AN EMAIL ADDRESS?

Neither. Attorneys are to efile proposed orders, judgments and decrees in JEFS with a cover sheet as the first page. For disputed orders, the party shall efile a Notice of Submission with the proposed order attached.

Judges will modify the documents as needed, and either apply their /s/ signature or wet sign the documents. Court employees shall eFile the final, signed orders/judgments/decrees in JIMS. The party who prepared the order shall be responsible for serving a copy of the eFiled order/judgment/decree to self-represented litigants.

Upon request, attorneys shall provide the court with a word processing version of the proposed document (Note: This should only be necessary if extensive editing of the proposed document is required).



# PRE-SIGNED SUBPOENAS AND SUMMONS

Upon request, registered attorney JEFS users may obtain signed and sealed electronic PDF subpoena and summons forms from the Legal Documents Branch. The 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.

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.

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.

The HFCR has been amended to reduce the need for certified documents.

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.

Once someone pays for a certified copy of a document through eCourt Kokua, they will have a PDF document from which they can print as many certified copies of that document as they want.

If anyone questions the authenticity of an electronically certified court document purchased through eCourt Kokua, ask them to verify the filed document themselves by looking it up in eCourt Kokua. Or they can contact the appropriate courthouse for verification.





# QUESTION: DOES THE INITIAL FILING FEE INCLUDE CERTIFICATION FOR ANY DOCUMENTS?

No. Filing fees and incurred court costs are separate. The court will not provide free certified copies of e-filed documents available to JEFS users.



# QUESTION: WHEN WE FILE A COMPLAINT FOR DIVORCE, DO WE HAVE TO PURCHASE CERTIFIED COPIES?

You have free access through JEFS to file stamped PDFs for filed documents in your cases. You only need to purchase a certified copy for service when a certified copy is required by statute or court rule. There is no requirement in the court rules to provide parties with certified copies of the complaint or summons in divorce cases.



# QUESTION: IF A PARTY HAS BEEN GRANTED A FEE WAIVER, DOES THAT INCLUDE THE COST OF CERTIFIED COPIES?

The fee waiver option in the system only applies to case filing fees, not to other court costs such as certified copies. A listing of both the Family Court Filing Fees and the Circuit Court Costs are available on the Judiciary website.

Except for state agencies, parties will need to pay for all certified copies (including Federal agencies). In order for State of Hawai'i agencies to obtain free certified copies, they will need to go to the records room and fill out a form to get their copies. The records room will print the certified copies from JIMS. They do not need to bring their own copies of the document.



# QUESTION: I DON'T OWN A COLOR PRINTER; ARE BLACK AND WHITE COPIES CONSIDERED SUFFICIENTLY CERTIFIED FOR US TO SERVE?

JEFS users who electronically purchase and print certified copies in black and white may serve those copies.

JEFS users who have paid for an electronically certified document, may also bring that document together with the receipt to the Legal Documents Branch to obtain a conventional, embossed certification without charge.

Once the document is served, it is up to the recipient to accept the validity of the certification.

Anyone who questions the authenticity of an electronically certified court document purchased through eCourt Kokua, may verify the filed document themselves by looking it up in eCourt Kokua (for a fee), or they can contact the appropriate courthouse for verification.



# 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.

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 and 2) a proposed order 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."



# REQUEST FOR AUDIO RECORDINGS OF FAMILY COURT PROCEEDINGS AND TRANSCRIPTS

**To request a *Audio Recording (CD)***, the JEFS user must prepare and e-file to the case a Request for Audio Compact Disc of Family Court Proceedings and a Proposed Order Granting/Order Denying Request for Audio Compact Disc of Family Court Proceedings.

**To request a *Transcript***, the JEFS user must prepare and e-file to the case a Request for Transcripts of Proceedings and Proposed Order form.

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. The JEFS users will be contacted when the CD is ready. A court reporter will contact the JEFS user prior to working on the transcript.

Please see the JEFS Users Guide for more information.



# QUESTION: WILL WE HAVE TO FILE DEPOSITION TRANSCRIPTS FOR USE AT TRIAL?

Depositions will no longer be filed prior to trial. This is consistent with how the federal district court and circuit court civil handles the depositions.

A deposition transcript will generally not be filed with the court, except if any portion of the transcript is read into the record in lieu of the live testimony of the deponent. Please refer to HFCR 32.



# COURT FORMS

First Circuit forms that were previously available on the Judiciary Internet website will be modified for JEFS use.

Please use these new forms instead of the old ones for the following reasons: 1) They comply with formatting requirements; 2) They comply with new rule requirements; 3) In First Circuit, they will include prescribed document category/document type information for e-filing.

The new forms can be accessed on the court forms webpage at:

[https://www.courts.state.hi.us/self-help/courts/forms/oahu/family\\_court\\_forms](https://www.courts.state.hi.us/self-help/courts/forms/oahu/family_court_forms)





# GUIDANCE ON CASE INITIATION FOR SPECIFIC CASE TYPES AND PROCESSES

Each Judicial Circuit, including the First Circuit, will soon be issuing a JEFS User Guide. This guide will provide the information necessary for JEFS users to properly initiate specific case types in JEFS.

<https://www.courts.state.hi.us/family-court-civil-jefs-info-page>

For more information, please contact the specific circuit.



# QUESTION: HOW DO WE SUBMIT DOCUMENTS TO THE COURT SUCH AS EXHIBITS AND COURTESY COPIES?

Exhibits can be dropped off at Ho'okele, better known as the Service Center. After April 25, 2022, courtesy copies will no longer be required in Family Court Civil cases unless ordered by the court.



# QUESTION: WILL COURTESY COPIES STILL NEED TO BE SUBMITTED TO THE PRESIDING JUDGE IF A DOCUMENT IS FILED SHORTLY BEFORE A HEARING?

Courtesy copies will not be required, but use your judgment especially if filing a document late or at the last minute. The Judge will not receive an NEF for new filings so will only see your late filing if the judge checks JIMS.



# QUESTION: WHEN FILING MORE THAN ONE EXHIBIT WITH A LEAD DOCUMENT, DOES EACH EXHIBIT NEED TO BE FILED SEPARATELY?

The lead document should be the exhibit list and the exhibits should be filed together as one supporting document.



# QUESTION: OUR PROCESS SERVERS FILE THEIR SERVICE DOCUMENTS AT COURT FOR US. WILL THEY HAVE FILING ACCESS?

Process Servers hired by JEFS users cannot sign up to become JEFS users. They must return service documents to the JEFS user for e-filing. Process servers and messengers employed by JEFS users will not be able to file their documents at the courthouse.



## QUESTION: AFTER A MATTER IS CLOSED (TERMINATED), HOW LONG WILL IT BE AVAILABLE ON JEFS?

Closed cases in JIMS are referred to as terminated. Terminated cases are no longer accessible from JEFS My Cases or All Firm Cases 90 days after the terminated date or 30 days after the last filing, whichever is more recent. JEFS Manage Cases is NOT a repository of all cases and is designed to assist in efilings for active cases and for additional efilings of motions, appeals, requests for attorney's fees, etc. for a short period after the case has been terminated. You can submit a filing on a terminated case at any time even if it is no longer accessible through JEFS My Cases or All Firm Cases. Once you file on a terminated case, you will then be able to view the case for 30 days after this filing from My Cases and All Firm Cases. If you need to access the documents in a terminated case, eCourt Kokua displays public cases and non-confidential documents may be purchased for a nominal fee.

Please see JEFS Family Civil FAQs for more information.



# QUESTION: FOR THOSE OF US WHO WORK WITH ASSISTING PRO SE PARTIES TO INITIATE CASES, CAN YOU PLEASE GO OVER THAT PROCEDURE?


If you are assisting self-represented litigants (SRLs) in completing their court forms, please continue to do so. Under the Hawaii Electronic Filing and Service Rules, SRLs cannot initiate a case through JEFS. If you create a case in JEFS for a SRL instead of having them conventionally file the initiating documents at the courthouse, you will be a party on the case in JIMS. The vast majority of SRLs will continue to file their documents conventionally at the courthouse.



# QUESTION: WHAT HAPPENS WHEN YOU HAVE CASES CONSOLIDATED (E.G., FC-S, FC-A, FC-G). DOES THERE NEED TO BE SEPARATE FILINGS IN EACH CASE?

While the Family Court holds consolidated case hearings, there are no consolidated cases. Therefore, documents must be e-filed separately in each case/case type.





## QUESTION: ARE CONFIDENTIAL SETTLEMENT LETTERS "SENT" TO THE COURT VIA E-FILING AS WELL?

No. Confidential settlement letters should be delivered to the court conventionally via postal mail or hand delivery to Ho'okele.

For Second Circuit, settlement letters should be delivered to the 3rd Floor, Family Court, Hoapili Hale, 2145 Main Street, Wailuku.

For Third Circuit, confidential settlement letters should be mailed or delivered to Hale Kaulike, 777 Kilauea Avenue, Hilo, HI or the Keahuolu Courthouse, 74-5451 Kamaka'eha Avenue, Kailua-Kona, HI.

For Fifth Circuit, confidential settlement letters should be mailed or delivered to Pu'uhonua Kaulike Courthouse, 3970 Ka'ana Street, Lihu'e, HI.



# QUESTION: FOR GUARDIANSHIP CASES, HOW DO OUR CLIENTS FILE THE ANNUAL REPORTS IF THE CASE IS CONFIDENTIAL?

Private guardians shall send their annual report to the Court (via Ho'okele or USPS mail), Office of the Deputy Chief Court Administrator, attention Program Specialist, Ronald T.Y. Moon, Kapolei Courthouse, 4675 Kapolei Parkway, Kapolei, Hawai'i 96707. The court staff will e-file the annual report.

Second Circuit users shall send their report to the Special Services Branch, Suite #206, 2145 Main Street, Wailuku, HI.

For Third Circuit Family Court cases, Private Guardian Reports may be delivered or mailed to the Hilo Family Court, 777 Kilauea Avenue, Hilo, HI 96720 or Kona Family Court, 74-5451 Kamakaeha Avenue, Kailua-Kona, HI 96740. Court staff will e-file the guardianship annual reports.

For Fifth Circuit, annual reports may be mailed or delivered to Pu'uhonua Kaulike Courthouse, Special Services Division, 3970 Ka'ana Street, Suite 301, Lihu'e, HI, 96766-1283.



# QUESTION: WILL EX-OFFICIO FILINGS NO LONGER BE NECESSARY?

Ex-Officio filings and the fees associated with them will no longer be necessary if the documents are electronically filed through JEFS. However, if conventional filing is needed (e.g., video evidence on a DVD), then ex-officio filings will still occur.

In most situations, for example, when an attorney who lives on Maui wants to file a document in Land and Tax Appeal court located on Oahu, that attorney can do so electronically in JEFS without incurring an ex-officio filing fee at the Wailuku courthouse.



# QUESTION: IF THE INFORMATION FOR MY CLIENT IS INCORRECT, CAN I CORRECT IT?

Editing party information requires court staff intervention.



# QUESTION: HOW DOES AN ATTORNEY GET REMOVED FROM A CASE?

Only the court can remove or end date an attorney or party from a case. The authorization required and removal process is dependent on the status of the case. Please refer to the JEFS User Guide and HFCR 87.



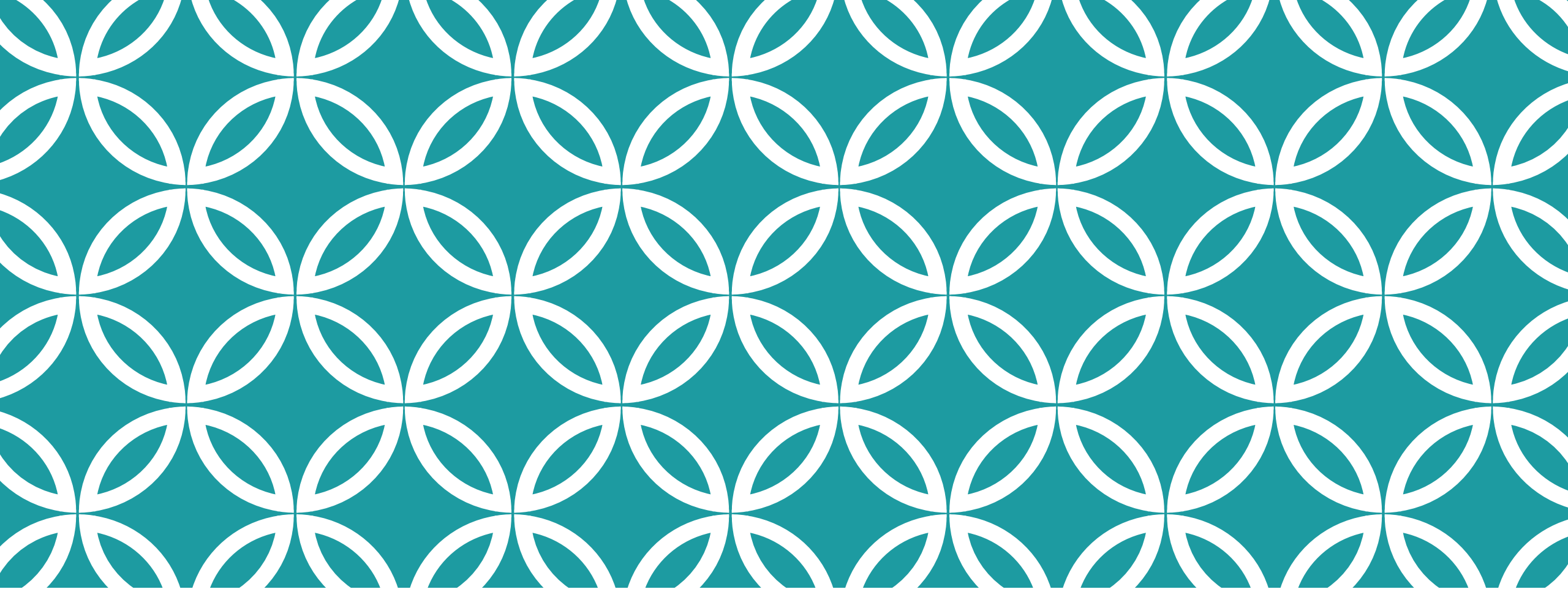
# QUESTION: ARE THE ATTORNEYS ABLE TO REOPEN A CASE? FOR EXAMPLE, TO FILE A MOTION FOR POST DECREE IN AN OLD CASE?

Attorneys may file on any Family Civil case regardless of its age or status in JEFS as long as you have the case ID. The filing will not automatically re-open the case, but Court staff will receive the filing and take appropriate action.



# QUESTION: DOES THE JIMS/JEFS SYSTEM NEGATE THE NEED FOR A CERTIFICATE OF SERVICE OR SENDING A COPY TO OPPOSING COUNSEL?

Yes, because all attorneys are JEFS users and will receive Notices of Electronic Filing (NEFs). If any party is not a JEFS user, a Certificate of Service would be required for those parties.



**MAHALO!** |