

SP. No. 1DSD-20-0000005

IN THE DISTRICT COURT OF THE FIRST CIRCUIT

STATE OF HAWAII

In the Matter of the)
DISTRICT COURT OF THE FIRST) OPERATIONAL ORDER #1
CIRCUIT'S ADDITIONAL RESPONSE TO) REGARDING SUMMARY
THE COVID-19 OUTBREAK) POSSESSION AND EJECTMENT
) CASES FILED WITH THE DISTRICT
) COURT OF THE FIRST CIRCUIT;
) EXHIBITS 1-5
)
_____)

OPERATIONAL ORDER #1 REGARDING SUMMARY POSSESSION
AND EJECTMENT CASES FILED WITH THE DISTRICT COURT OF THE FIRST CIRCUIT

This matter comes before the Court in light of the ongoing COVID-19 pandemic and the expiration of Act 57, Session Laws of Hawai'i 2021, on August 6, 2022.

To continue to protect the health and safety of First Circuit District Court employees and all court participants, and pursuant to the Orders of Chief Justice Mark E. Recktenwald filed in SCMF No. 20-0000152, In re the Judiciary's Response to the COVID-19 Outbreak; the Orders of Chief Judge R. Mark Browning filed in SP No. 1CSP-20-0000082, In re the Circuit Court of the First Circuit's Response to the COVID-19 Outbreak; and with authority as Deputy Chief Judge of the District Court of the First Circuit, State of Hawai'i, the Court hereby orders as follows:

1. Effective date of this order. The Fourth Amended Emergency Order Regarding Summary Possession and Ejectment Cases filed with the District Court of the First

Circuit shall remain in effect through August 6, 2022. The Fifth Amended Emergency Order Regarding Summary Possession and Ejectment Cases filed with the District Court of the First Circuit shall take effect on August 7, 2022.

2. Mediation encouraged. Parties in all landlord-tenant disputes are encouraged to mediate their disputes before initiating court action. Free mediation services are currently available in all District Courts through the Mediation Center of the Pacific, Inc.

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Telephone: (808) 521-6767

Cost: Free

Online, telephone, video-conference and in-person mediation sessions are available.

3. Legal advice for self-represented litigants available through the Honolulu Access to Justice Room. Self-represented litigants (*i.e.*, people without attorneys) seeking legal advice in landlord-tenant and other civil matters in District Court may request telephonic assistance through the Honolulu Access to Justice Room.

Hours: Monday, Wednesday, and Friday between 9:00 a.m. to 1:00 p.m.

Telephone number: (808) 909-2847

Cost: Free

The Honolulu District Court Service Center will refer calls to the Honolulu Access to Justice Room. In-person appointments at the Honolulu Access to Justice Room are not currently available. Information about the Access to Justice Room is available at:

https://www.courts.state.hi.us/general_information/access_to_justice_rooms_self_help_centers

4. Filing of summary possession and ejectment cases on or after August 7, 2022.

a. Complaints. Beginning on August 7, 2022, the form attached hereto as Exhibit 1 (Form #1DC08, Complaint (Assumpsit, Summary Possession/Landlord-Tenant, Damages)) may be used in all summary possession and ejectment cases.

b. Summons. Beginning on August 7, 2022, parties filing complaints for summary possession or ejectment in the District Court of the First Circuit shall use the Summons attached hereto as Exhibit 2.

c. Legal Resource Sheet. Legal Documents Branch, Section 2 shall affix a resource sheet regarding legal services and other resources available to landlords and tenants to the Summons. The current resource sheet is attached hereto as Exhibit 3. The resource sheet is subject to change.

d. Written answers or general denials in lieu of remote and/or in-court appearances in possession and ejectment cases. Defendants in summary possession and ejectment cases may file written answers or general denials in lieu of in-person appearances at returnable hearings. Written answers or general denials must be served on all parties and filed within the time periods set forth in the District Court Rules of Civil Procedure. Defendants who file written answers or general denials are responsible for checking eCourt Kokua for all future court dates, including pretrial and status conferences.

5. Court dates for summary possession and ejectment cases filed on or after August 7, 2022.

a. Returnable hearings. The initial court date in summary possession and ejectment cases is called a returnable. Unless a written answer or general denial is filed, Plaintiffs and Defendants in summary possession and ejectment cases must appear at returnable hearings. If a Plaintiff fails to appear, the complaint may be dismissed. If a Defendant fails to

appear, a default may be entered. Beginning on August 7, 2022, returnable hearings for summary possession and ejectment cases filed on or after August 7, 2022, will be scheduled on the following days of the week:

Cases filed in the Wahiawā Division: Wednesdays¹

Cases filed in the `Ewa Division: Thursdays

Cases filed in the Honolulu Division: Fridays

Cases filed in the Kāne`ohe Division: Fridays

Cases filed in the Wai`anae Division: Tuesdays²

c. Remote appearances encouraged for returnable hearings.

Returnable hearings will be conducted remotely by Zoom and in-person. Parties are encouraged to appear remotely via Zoom. If a party is unable to appear via Zoom, the party may appear in-person.

d. Pretrial conferences. Summary possession and ejectment cases that are not resolved at returnable hearings may be set for pretrial conferences. Pretrial conferences will be conducted remotely by Zoom and in-person. Parties are encouraged to appear remotely via Zoom. If a party is unable to appear via Zoom, the party may appear in-person.

e. Rescheduling of summary possession cases in the Wahiawā Division and Wai`anae Division. Any summary possession case in the Wahiawā Division currently scheduled for a Monday hearing on or after August 22, 2022, will be rescheduled for a Wednesday hearing.

¹ Beginning on August 7, 2022, returnables will no longer be scheduled on Mondays at the Wahiawā District Court.

² Beginning on August 7, 2022, returnables will no longer be scheduled on Fridays at the Wai`anae District Court.

Any summary possession case in the Wai`anae Division currently scheduled for a Friday hearing on or after August 26, 2022, will be rescheduled for a Tuesday hearing.

6. Information about remote Zoom hearings.

a. Instructions. Instructions on “How to Join a Court Remote Hearing Using Zoom” are available at:

https://www.courts.state.hi.us/wp-content/uploads/2020/06/How-to-Log-onto-Zoom-Guide5-28-2020_final.pdf

A copy of these instructions are attached as Exhibit 4. Additional information is also available on the Judiciary’s website at:

<https://www.courts.state.hi.us/remote-court-hearings-via-zoom-or-webex>

b. Zoom ID numbers. The current Zoom meeting IDs for the civil District Court courtrooms are:

‘Ewa A: 779 575 4192

‘Ewa B: 492 363 9717

Kāne`ohe Summary Possession and Ejectment Cases: 596 725 0378

Kāne`ohe Traffic, Criminal, Small Claims, and Regular Claims Cases:

928 747 9610

Honolulu Courtroom 10A: 936 4644 0201

Honolulu Courtroom 10B: 669 372 3318

Wahiawā: 357 427 7279

Wai`anae: 483 947 9811

These meeting numbers are subject to change. Remote court hearings are open to the public. Parties, attorneys, and members of the public are advised to dress and behave appropriately.

c. Laptop Access Station at the Hawai`i Supreme Court Law Library (Pilot Program). The Hawai`i Supreme Court Law Library (SCLL) launched a laptop access station to expand access to technology for District Court litigants with remote hearings in District Court. The laptop access station is available by appointment only. Litigants may call or e-mail SCLL to schedule an appointment.

Telephone: 808-539-4964

Email: lawlibrary@courts.hawaii.gov

Appointment times: Monday through Friday, from 8:15 a.m. to noon, and 1:00 p.m. to 3:30 p.m.

All participants must abide by COVID-19 building safety rules.

The public can also connect to library staff via the SCLL virtual reference desk optimized for mobile devices at:

<https://histatelawlibrary.com/home/virtual-reference-desk/>

Additional information about the pilot project is attached in Exhibit 5. The pilot project is subject to change by the SCLL.

7. Court service hours. General court services in civil cases are available through the Legal Documents Branch on the third floor of the Honolulu District Court. They are open Monday through Friday, 7:45 a.m. to 4:00 p.m.

8. Entry Into Judiciary Facilities. Entry into First Circuit Judiciary facilities is governed by the orders issued in 1CSP-20-00000082, In the Matter of the District Court of the First Circuit's Response to the COVID-19 Outbreak. District Court Operational Order #1 Regarding Operations in the District Court of the First Circuit (filed March 21, 2022), provides, in pertinent part:

Entry into First Circuit Judiciary facilities in which District Court proceedings or operations take place shall be governed by the provisions of General Order #1 Regarding All Trial Courts of the First Circuit of the State of Hawai‘i, filed under SP. No. 1CSP-20-0000082, In the Matter of the Circuit Court of the First Circuit’s Response to the COVID-19 Outbreak. As set forth in General Order #1, no one shall enter Judiciary facilities in the First Circuit if they: (i) have a fever or chills, cough, shortness of breath or difficulty breathing, or other symptoms of respiratory illness or of COVID-19 as set forth by the Centers for Disease Control and Prevention (“CDC”), except where the Department of Health (“DOH”) has advised that quarantine is not necessary; (ii) have tested positive for COVID-19 and have not been cleared to end isolation by their healthcare provider or DOH’s general isolation and quarantine policy, in absence of any specific guidance provided by the DOH; (iii) have had close contact with a person who has or is suspected to have COVID-19, except where (a) the individual is boosted and remains asymptomatic; or (b) the individual is fully vaccinated within six months of entry (or within two months of entry if the individual received the Johnson & Johnson vaccine) and remains asymptomatic; or (c) the individual, who is neither boosted nor fully vaccinated, is beyond five days since exposure and remains asymptomatic.

Furthermore, all individuals (including employees) at Kauikeaouli Hale (Honolulu District Court), the ‘Ewa District Court, the Kāne‘ohe District Court, the Wahiawā District Court, and the Wai‘anae District Court (collectively, “District Court Facilities”), shall wear cloth or disposable masks with a proper fit over the nose and mouth as described and recommended by the CDC (posted at <https://www.cdc.gov/coronavirus/2019-ncov/preventgetting-sick/types-of-masks.html>) from the time they enter District Court Facilities, while moving through common areas in each of these facilities (including, but not limited to, hallways, stairwells, elevators, escalators, restrooms, waiting areas, copy rooms, break rooms, conference rooms, and file areas), and in the presence of others. Masks shall also be worn when individuals (including employees) are at their personal workspaces (including, but not limited to, courtroom benches, courtroom desks, offices, cubicles, employee work stations, and employee desks), even in situations where social distancing is observed, unless they are separated from others by walls extending from the floor to the ceiling.

Masks may be temporarily removed by employees when employees are actively eating and/or drinking. Masks may also be

removed by employees when they are isolated in a workspace and are separated from others by walls extending from the floor to the ceiling.

Individuals (other than employees) with breathing issues or other medical conditions where the wearing of a mask may pose a health or safety risk to that individual may request an exemption from the Chief Judge, the Chief Court Administrator, or their designees. Employees with breathing issues or other medical conditions where the wearing of a mask may pose a health or safety risk to that individual may request an exemption from their respective supervisors, who shall consult with the respective Chief Court Administrator, Deputy Chief Court Administrator, or Department Head.

In addition to wearing masks, all individuals at District Court Facilities shall maintain appropriate social distancing of at least six feet (both inside and outside the courtroom), to the extent possible.

This Order may be modified as circumstances warrant. Absent further action, this Order shall remain in effect until further order of the Court.

IT IS SO ORDERED.

DATED: Honolulu, Hawai'i, July 26, 2022.

/s/Melanie May
Melanie May
Deputy Chief Judge, District Court of the First
Circuit Court, State of Hawai'i

Exhibit 1

COMPLAINT (ASSUMPSIT, SUMMARY POSSESSION/
LANDLORD - TENANT, DAMAGES);
DECLARATION; EXHIBIT(S); SUMMONS

Form #1DC08

IN THE DISTRICT COURT OF THE FIRST CIRCUIT _____ DIVISION STATE OF HAWAI‘I	
Plaintiff(s)	Reserved for Court Use Civil No.
Defendant(s)	Filing Party/ Attorney Name, Attorney Number, Firm Name (if applicable), Address, Telephone and Facsimile Numbers
Premises Address:	

COMPLAINT

1. This Court has jurisdiction over this matter and venue is proper.
2. Plaintiff is the landlord or the agent for the landlord of the premises.
3. The premises are located in this division of this Court.
4. Defendant rents and/or is in possession of the premises and/or is a personal guarantor under the rental agreement of the premises.
5. ☐ There is a written rental agreement for the premises. **A COPY OF THE WRITTEN RENTAL AGREEMENT FOR THE PREMISES (AND ANY AMENDMENTS TO THE RENTAL AGREEMENT) IS ATTACHED.**
☐ There is no written rental agreement for the premises, only an oral agreement.
☐ There is an expired written rental agreement for the premises. A copy of the written rental agreement (**AND ANY ATTACHMENTS TO THE RENTAL AGREEMENT**) IS ATTACHED.
☐ Defendant is a month-to-month tenant.
6. Defendant has broken the rental agreement because:
☐ Unpaid rent \$ _____
☐ Other _____
7. Written notice was given to Defendant on (date) _____, 20 ____ to correct this situation as follows: ☐ 5-day non-payment ☐ 10-day non-monetary default ☐ 45-day termination of month-to-month tenancy or
☐ as specified in the rental agreement or statute(s). **A COPY OF THE WRITTEN NOTICE IS ATTACHED.**
8. Despite the notice, Defendant has failed to correct this situation and still is in possession of the premises.

I certify that this is a full, true, and correct
copy of the original on file in this office.

Clerk, District Court of the above Circuit, State of Hawai‘i

COMPLAINT (continued)

9. The Servicemembers Civil Relief Act, 50 U.S.C. App. §501 may apply to a Defendant who is classified active duty as defined in the Act.

Please check all that apply.

- ☐ To the best of my knowledge, the Defendant is not an active duty member of the Military.
- ☐ The following Defendant is an active duty member of the Military. Name: _____.
- ☐ I am unable to determine whether the Defendant is an active duty member of the Military. Please attach separate sheet indicating what attempt was made to determine Defendant's military status.

10. As of (date): _____ Defendant(s) owed Plaintiff(s) \$ _____ for:

- ☐ Rent itemized as follows: _____
- ☐ Other: _____

Plaintiff is asking the Court for the following:

A. A judgment giving Plaintiff possession of the premises.

B. A Writ of Possession directing the Sheriff or Police Officer to:

1. Remove the Defendant from the premises and all persons possessing the premises through Defendant;
2. Remove from the premises all personal belongings of the Defendant and of any other person; and
3. Put Plaintiff in possession of the premises.

C. Judgment against the Defendant for \$ _____

In addition, the Court may award any rent and other charges owed under the rental agreement, additional damages, court costs, interest, and reasonable attorney's fees.

Date:	Signature of Plaintiff/Attorney: Print/Type Name:
DECLARATION I DECLARE UNDER PENALTY OF PERJURY THAT WHAT IS STATED IN THE COMPLAINT IS TRUE AND CORRECT.	
Date:	Signature of Declarant: Print/Type Name:



In accordance with the **Americans with Disabilities Act**, and other applicable State and Federal laws, if you require an accommodation for your disability when working with a court program, service, or activity please contact the District Court Administration Office at PHONE NO. 538-5121, FAX 538-5233, or TTY 539-4853 **at least (10) working days before** your proceeding, hearing, or appointment date.

Exhibit 2

IN THE DISTRICT COURT OF THE FIRST CIRCUIT DIVISION STATE OF HAWAI'I	
Plaintiff	Reserved for Court Use
	Civil No.
Defendant	Filing Party/Attorney Name, Attorney Number, Firm Name (if applicable), Address, and Telephone Number

SUMMONS

THE STATE OF HAWAI'I:

TO: The Director of Public Safety of the State of Hawai'i, the Director's deputy, or any police officer or other person authorized by the laws of the State of Hawai'i:

This Summons shall not be personally delivered between 10:00 p.m. and 6:00 a.m. on premises not open to the public, unless a Judge permits, in writing on this Summons, personal delivery during those hours.

TO THE DEFENDANT:

You are required to file a written answer or appear before the District Judge of this Court, in the Judge's Courtroom, on the day and at the time designated by the checked box on page 2. If the Defendant is a corporation or limited liability company, Hawai'i law requires it to be represented by an attorney licensed to practice in the State of Hawai'i.

IF YOU OR YOUR ATTORNEY FAIL TO ATTEND THE COURT HEARING AT THE TIME AND PLACE DESIGNATED OR FILE A WRITTEN ANSWER A DEFAULT JUDGMENT WILL BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

Date:	Clerk
-------	-------

SEE PAGE 2

**COURT ADDRESSES AND RETURNABLE DAYS:
YOU MUST CHECK IN 15 MINUTES BEFORE YOUR COURT HEARING**

□ Honolulu Division, 1111 Alakea Street, Tenth (10th) floor Courtroom 10A or 10B, Honolulu, Hawai‘i

□ at 8:30 a.m. □ 1:30p.m. on Friday, _____ for summary possession. If the Defendant is served with the complaint within five business days of the date listed above, the parties shall appear on the Friday after the date listed above. For remote appearance go to www.zoom.us Meeting ID 936-4644-0201 or call 1 (888) 788-0099.

□ at 1:30 p.m. on the second Monday following date of service, and should that Monday be a legal holiday then on the next business day. For remote appearance go to www.zoom.us Meeting ID 669-372-3318 or call 1 (888) 788-0099.

□ ‘Ewa Division, 870 Fourth Street, Pearl City, Hawai‘i

□ at 9:00 a.m. on Thursday, _____ for summary possession. If the Defendant is served with the complaint within five business days of the date listed above, the parties shall appear on the Thursday after the date listed above. For remote appearance go to www.zoom.us Meeting ID 492-363-9717 or call 1 (888) 788-0099.

□ at 9:00 a.m. on the second Thursday following date of service, and should that Thursday be a legal holiday then on the next Thursday. For remote appearance go to www.zoom.us Meeting ID 779-575-4192 or call 1 (888) 788-0099.

□ Ko‘olaupoko OR Ko‘olaupoko Division, 45-939 Po‘okela Street, Kāne‘ohe, Hawai‘i

□ at 9:00 a.m. on Friday, _____ for summary possession. If the Defendant is served with the complaint within five business days of the date listed above, the parties shall appear on the Friday after the date listed above. For remote appearance go to www.zoom.us Meeting ID 576-725-0378 or call 1 (888) 788-0099.

□ at 9:00 a.m. on the second Friday following date of service, and should that Friday be a legal holiday then on the next Friday. For remote appearance go to www.zoom.us Meeting ID 928-747-9610 or call 1 (888) 788-0099.

□ Wahiawā OR Waialua Division, 1034 Kilani Avenue, Wahiawā, Hawai‘i

□ at 9:00 a.m. on Wednesday, _____ for summary possession. If the Defendant is served with the complaint within five business days of the date listed above, the parties shall appear on the Wednesday after the date listed above. For remote appearance go to www.zoom.us Meeting ID 357-427-7279 or call 1 (888) 788-0099.

□ at 9:00 a.m. on the second Wednesday following date of service, and should that Wednesday be a legal holiday then on the next Wednesday. For remote appearance go to www.zoom.us Meeting ID 357-427-7279 or call 1 (888) 788-0099.

□ Wai‘anae Division, 4675 Kapolei Parkway, Kapolei, Hawai‘i

□ at 9:00 a.m. on the second Tuesday following date of service, and should that Tuesday be a legal holiday then on the next Tuesday. For remote appearance go to www.zoom.us Meeting ID 483-947-9811 or call 1 (888) 788-0099.

□ at 9:00 a.m. on Tuesday, _____ for summary possession. If the Defendant is served with the complaint within five business days of the date listed above, the parties shall appear on the Tuesday after the date listed above. For remote appearance go to www.zoom.us Meeting ID 483-947-9811 or call 1 (888) 788-0099.

Mailing address for the Courts: 1111 Alakea Street, Legal Documents Branch, Third (3rd) floor, Honolulu, Hawai‘i 96813



In accordance with the Americans with Disabilities Act and other applicable state and federal laws, if you require an accommodation for a disability when working with a court program, service, or activity, please contact the District Court Administration Office at PHONE NO. 538-5121, FAX 538-5233, or TTY 539-4853 at least ten (10) working days before your proceeding, hearing, or appointment date. **For Civil related matters, please call 538-5629 or visit the District Court at 1111 Alakea Street, Legal Documents Branch - Third (3rd) Floor.**

Exhibit 3

FREE LEGAL RESOURCES ON OAHU (UPDATED JULY 25, 2022)

You can receive free legal information or advice from:

Access to Justice Room. Unrepresented people involved in civil lawsuits in District Court can receive legal advice from pro bono attorneys through the Honolulu Access to Justice Room. Services are currently being provided via telephone.

Telephone: (808) 538-5629

Hours: Monday, Wednesday, and Friday, 9:00 a.m. - 1:00 pm

Hawai'i State Bar Association Legal Line. This free service is provided by the Young Lawyers Division of the HSBA.

Telephone: (808) 537-1868

Hours: Wednesday, 6:00 p.m. - 7:00 p.m.

Free legal advice and possible legal representation may be available through:

Legal Aid Society of Hawai'i:

Telephone: 1-800-499-4302 or 808-536-4302

Hours: Monday- Friday, 9:00 a.m. - 11:30 a.m. and 1:00 p.m. - 3:30 p.m.

On-line intake and legal information: www.legalaidhawaii.org

Volunteer Legal Services Hawai'i:

Telephone: 808-528-7046

Hours: Monday - Friday, 8:00 a.m. - 4:00 p.m.

On-line Pre-Screen Intake Application: www.vlsh.org

On-line services are also available through www.hawaii.freelegalanswers.org

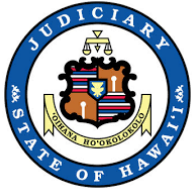
Mediation can help people resolve their disputes. The Mediation Center of the Pacific is available at no cost for landlord-tenant (summary possession) and small claims lawsuits. They have trained mediators to assist you in resolving your lawsuit.

To schedule a mediation for a landlord-tenant or small claims case: 2 options

(1) Call 808-521-6767, Monday - Friday, 8:30 a.m. - 4:30 p.m. or

(2) Submit a request online at www.mediatehawaii.org/contact

Exhibit 4



How to Join a Court Remote Hearing Using Zoom

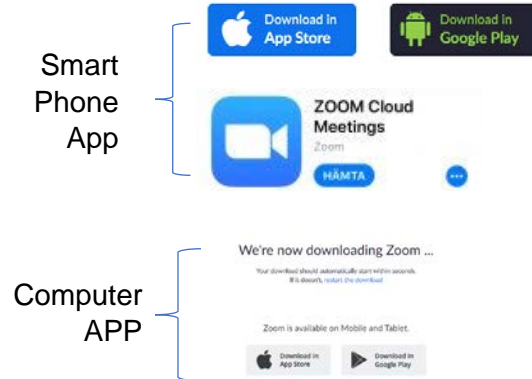
This guide provides step-by-step instructions for joining a Court Remote Hearing via Zoom. Use one of the three options below: 1) Use the Zoom App; 2) Use your web browser; or 3) Call-in.

Please have the meeting information and your telephone with you at all times during the meeting. In the case of a technical difficulty or disconnection, promptly call in to the meeting using your telephone and the call-in number. See option #3 for call in instructions.

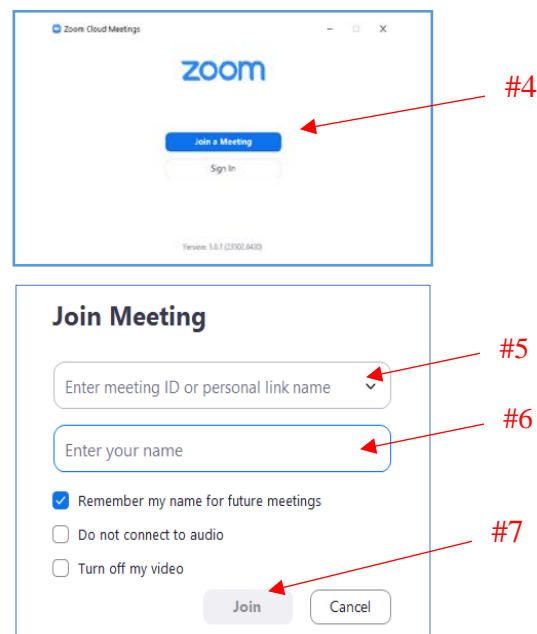
OPTION 1 – Download the Zoom Application on your device

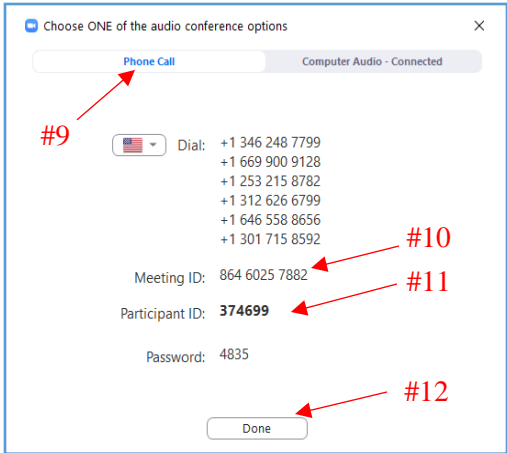
Download the Zoom App at least one day before your scheduled hearing date. This will enable you to test out your device and equipment.

1. Download the Zoom App on your smart device.
2. On your computer or laptop, you may download using this link:
<https://www.zoom.us/support/download>
3. On the date of your court hearing, open the app.



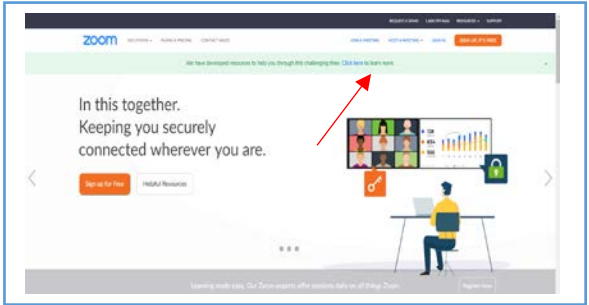
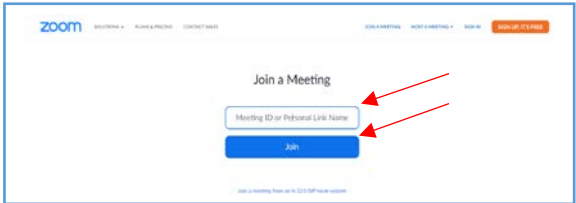
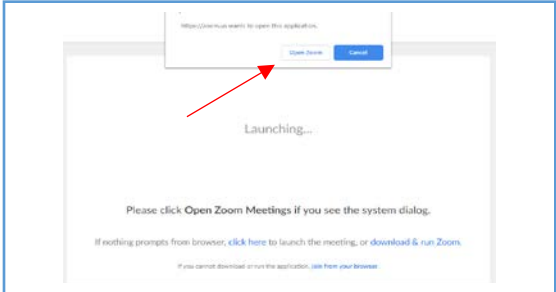
4. Click JOIN MEETING
5. Enter Meeting ID provided by the court.
6. **Enter your name. This will help court staff check you in for the hearing.**
7. Click JOIN.

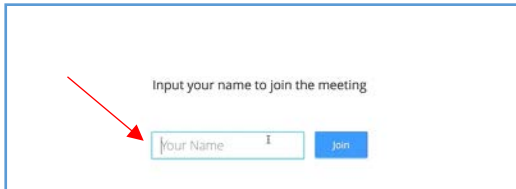
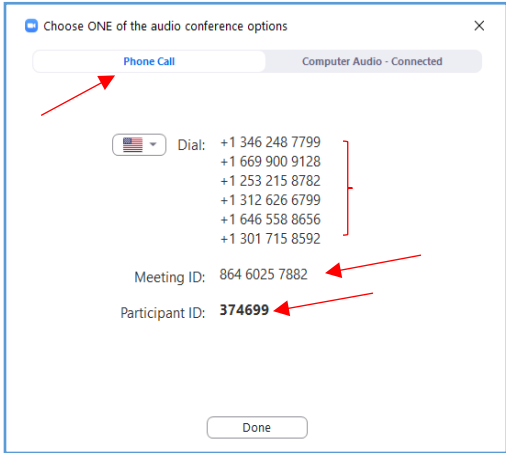


<ol style="list-style-type: none"> If your device does not have a microphone, a prompt to choose your audio will appear. Click PHONE CALL. Dial one of the numbers provided. When prompted, enter the MEETING ID followed by the # sign. When prompted, enter the PARTICIPANT ID followed by the # sign. Click DONE. 	
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OPTION 2 - Join using the desktop client. No downloading of the Zoom App.

You may use any browser: Use any of the following web browsers: Chrome, Firefox, Microsoft Edge, Safari, Internet Explorer 10 or higher.

<ol style="list-style-type: none"> Go to www.Zoom.us Click JOIN MEETING 	
<ol style="list-style-type: none"> Enter the MEETING ID number provided by the court. Click JOIN. 	
<ol style="list-style-type: none"> Zoom will launch. Click OPEN ZOOM. 	

<ol style="list-style-type: none"> 6. Enter your name. This will help court staff check you in for the hearing. 7. Click JOIN. 	
<ol style="list-style-type: none"> 8. If your device does not have a microphone, a prompt for you to choose your audio will appear. 9. Click PHONE CALL. Dial one of the numbers provided. 10. When prompted, enter the MEETING ID followed by the # sign. 11. When prompted, enter the PARTICIPANT ID followed by the # sign. 12. Click DONE. 	

OPTION 3 – Join by phone

You may join a court remote hearing if you do not have access to a computer, laptop or mobile device or internet. You may call in using a land line phone or a cell phone.


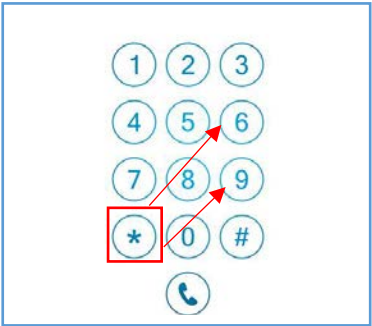
<ol style="list-style-type: none"> 1. Dial the phone number provided by the court in your hearing notice. 	
<ol style="list-style-type: none"> 2. Key in the MEETING ID provided by the court. This is a 10 digit number. Press the # key. 	
<ol style="list-style-type: none"> 3. You will be prompted to enter your Participant ID number. If you do not have one, press the # key. 	
<ol style="list-style-type: none"> 4. Please identify yourself by name when prompted by court staff. This will help court staff check you in for the hearing. 5. To mute yourself press *6 on your key pad. 6. To get the court's attention during the hearing, press *9 on your key pad. This will be seen as a raised hand on the Zoom web conference. 	

Exhibit 5



Laptop Access Station

at the Hawaii Supreme Court Law Library

Don't have access to a laptop or mobile device to participate in your District Court hearing by Zoom? Don't worry! The Hawaii Supreme Court Law Library has set up a laptop computer station for you to use at no charge. Currently this is a pilot program, which was established to help as many as possible participate in their court hearings in a safe manner.

Please call **539-4964** or email lawlibrary@courts.hawaii.gov during regular business hours to make an appointment to use the laptop station. Or you can contact the Law Library's [virtual reference desk](#). Appointment times are 8:15 a.m. to noon.

Hawaii Supreme Court Law Library
Aliiolani Hale
417 South King St.
Honolulu, HI 96813

Masks that cover your mouth and nose are required in the building. No bandanas or gaiters permitted. You will be asked to answer health screening questions and take your temperature before entering the building.

We are limiting the number of people in the Law Library to enable social distancing and protect everyone's health, however, if you need assistance from a friend or family member, you may bring one other person to sit with you during the hearing.

