



Hawaii State Judiciary How to Access Court Records Hawaii County – Third Circuit

Most court records maintained by the Hawaii State Judiciary are open to the public and available for purchase at fees and costs mandated by Hawaii State laws and court rules. However, access to confidential cases and/or documents may require prior approval by the court.

Basic court case information available through the Judiciary's website may be viewed at no cost. Case documents are available for online purchase if there is a PDF icon showing in the docket. The icon looks like this:



Free Online Viewing of Basic Court Case Information

[Visit eCourt Kokua](#) for access to cases regarding:

- Traffic
- Criminal - District Court, Circuit Court, and Family Court
- Civil - District Court, Circuit Court, and Family Court
- Land Court
- Tax Appeal Court
- Intermediate Court of Appeals
- Supreme Court

Appellate Court (Intermediate Court of Appeals and Supreme Court) opinions and orders are available at no charge [here](#).

Please note that while case information is available through eCourt Kokua, the actual court documents for those cases may not be available online. Generally, most traffic documents are available at the courthouse in the jurisdiction where the traffic infraction/crime occurred. It is best to call the courthouse and inquire ahead of time if the case documents are available.

If there is a PDF icon () is displayed next to a docket entry in a case, the associated

document is available online for purchase and immediate download. (In some cases, purchased documents may not be immediately available after a document is filed, but should be available within three business days.)

Downloadable documents can be purchased for a flat rate of \$3 (documents 1-30 pages). If the document exceeds 30 pages, then each additional page costs 10 cents.

If you frequently download court documents from eCourt Koa, you might want to consider getting a non-refundable subscription for \$125 per quarter or \$500 per year. This non-refundable subscription entitles you to unlimited single downloads of public documents with a PDF icon. **Please do not subscribe unless you are sure you want a non-refundable subscription.**

Requesting Court Documents

If you do not have any information about the case you are interested in, please visit the online case information database: [eCourt Koa](#). If you do not have access to a computer or the internet, free access is provided at the public libraries or at a designated computer at the courthouse.

The more information you have on the case, the quicker we will be able to process your request.

- Type of case (i.e., civil, criminal, divorce, probate, traffic, etc.)
- Case identification number
- Names of parties in the case
- Title or description of document you are requesting to view and/or purchase
- The number of copies you are requesting
- Whether you need to purchase a "certified" copy. (A "certified" copy is a duplicate of an original document and has an endorsement that it is a true copy of the original; it is an added assurance of the authenticity and integrity of the document.)

Also, let the staff know if you are requesting any other services.

[Click here](#) to view the Schedule of Fees and Costs for Frequently Requested Services & Copies of Records.

If you cannot go the courthouse

If you are **not** able to go to the Legal Documents department and would like to purchase court documents [click here](#) to access the form called **Circuit Court of the Third Circuit Legal Documents Branch, Request to Access Court Records**. Please provide all information requested. Incomplete forms may cause delays in processing.

- If the case number information is not indicated, a \$5 per name search fee may be assessed accordingly.

- Requests are processed in the order in which they are received. Please allow at least 10 business days for a response. A response to mailed requests may require at least 15 to 20 business days. We will respond by USPS mail only so as not to incur long distance phone charges.
- Requests involving multiple files or documents, files on microfilm, and files stored off site may require additional fees, costs, and processing time.

Fax or mail completed forms to the “Custodian of Records” of the court which maintains custody of the case. Please refer to the court contact information below.

- Do not send any monies or payment with your completed form. An invoice outlining the applicable fees and costs associated with your request, including return USPS delivery postage and handling fees, will be emailed or USPS mailed to you.
- Prepayment of all fees and costs indicated on your invoice is required before copies and/or services are rendered. Acceptable forms of payment are money order, cashiers’ or certified checks.

If you can go to the courthouse:

If you **can** go to the courthouse and would like to view and/or purchase court documents [click here](#) to access the **Circuit Court of the Third Circuit Legal Documents Branch, Request to Access Court Records**. Please provide all information requested. Incomplete forms may cause extended delays in processing.

- If the case number information is not indicated, a \$5 per name search fee may be assessed accordingly.
- Requests are processed on a first-come basis.
- Requests involving multiple files or documents, files on microfilm, and files stored off site may require additional fees, costs and processing time.

Third Circuit Courts

Hilo

Hale Kaulike

Legal Documents Branch

777 Kilauea Avenue

Hilo, Hawai`i 96720-4212

Phone: 808-961-7400

Fax: 808-961-7493

hilolegaldocs.3cc@courts.hawaii.gov

In-person service: 8 a.m. – 4 p.m.

Monday to Friday, except state holidays

Kona

Keahuolu Courthouse

Legal Documents Branch

74-5451 Kamakaeha Avenue

Kona, Hawaii 96740

Phone: 808-322-8750

Fax: 808-322-8730

Email: konalegaldocs.3cc@courts.hawaii.gov

In-person service: 8 a.m. – 4 p.m.

Monday to Friday, except state holidays.



If you need an accommodation for a disability when participating in a court program, service, or activity, please contact the ADA Coordinator as far in advance as possible to allow time to provide an accommodation. Call the ADA Coordinator at 808-961-7629, fax 808-961-7577, or send an email to adarequest@courts.hawaii.gov. The ADA Coordinator will try to provide, but cannot guarantee, the requested auxiliary aid, service, or accommodation.