



SELF-REPRESENTED LITIGANTS: ELECTRONIC FILING AND DOCUMENT ACCESS IN YOUR CASE

If you do not have an attorney and are representing yourself, please read this carefully as it contains important information on electronic filing of court documents and electronic access to your case documents at no charge. If you answer “yes” to the following statements, you may be eligible to use the Judiciary Electronic Filing and Service System (JEFS).

- ✓ Yes, I have a valid email address (not already used by another efiler);
- ✓ Yes, I have reliable access to a computer and the internet;
- ✓ Yes, I would be very comfortable filing all case documents online;
- ✓ Yes, I will follow the [Hawaii Electronic Filing & Service Rules](#); and
- ✓ Yes, I would agree to receive all notifications from the court and other party(ies) electronically.

If are comfortable with the above, please review the following information and keep it as a resource as you request a JEFS account and for future reference.

1. What is the Judiciary Electronic Filing and Service System (JEFS)?

The Judiciary Electronic Filing and Service System (JEFS) is also referred to as Electronic Filing or Efiling. JEFS allows registered users to electronically file documents for cases in the Hawaii Supreme Court, Hawaii Intermediate Court of Appeals, criminal cases in the District, Circuit, and Family (Adult), and civil cases in the District, Circuit, Family, Land or Tax Appeal Courts.

2. I already use [eCourt Kokua](#), is that the same as JEFS?

No, eCourt Kokua is used by the general public for looking up case information and purchasing court documents. eCourt Kokua cannot be used to submit or file documents with the court.

3. Is JEFS and Court Document Drop-Off the same?

No, JEFS and the Court Document Drop-Off service are not the same. The [Court Document Drop-Off](#) service only allows a user to submit a document to the court, the

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document is not automatically filed in a court case. The Court Document Drop-Off service is currently available only in the Third Circuit (Hawaii island) Civil and Adult Criminal Courts.

4. Is JEFS for attorneys only?

No, but Hawaii licensed attorneys are required to use JEFS. However, self-represented litigants (“SRLs”) - individuals without an attorney - with an active case may use JEFS for electronically filing of court documents. Non-attorneys are not required to use JEFS. Individuals who do not have an attorney may choose to continue filing court documents at the courthouse.

Please note: If you are represented by an attorney, you are not allowed to register as a “Self-Represented Litigant”. Your attorney is required to electronically file documents in your case through JEFS.

5. What cases can individuals without an attorney use JEFS to electronically file?

Individuals without an attorney may request a JEFS account – *pending court approval* – in an active case in one of the following:

- Hawaii Supreme Court;
- Hawaii Intermediate Court of Appeals;
- Criminal case in the District, Circuit or Family (Adult) Courts; or
- Civil case in the District, Circuit, Family, Land Court or Tax Appeal Courts.

6. Can I file the initial court form (i.e. Complaint) through JEFS?

No, the initial court form or pleading must be filed in-person/”over the counter” and then you will proceed to file in JEFS for all subsequent filings. The court clerk will help initiate and create your case in JEFS.

7. I need help with setting up a JEFS account. Whom do I contact?

You must first register for a JEFS account. Use the “*Register For Access*” link from the [Judiciary Electronic Filing and Service System \(JEFS\) login page](#). Click the [JEFS Login and Self-Registration link](#) if you need more information on how to self-register.

A JEFS userid (i.e. your WEBU #) and password will be sent immediately to your primary email address.

Once registered and upon receipt of your JEFS userid (WEBU #), please contact the appropriate court (see below) to activate your JEFS account and for JEFS operational help. Please have the case name and case number ready. Once activated as a JEFS user,

the court will add your JEFS userid (WEBU #) to your case. You will then be able to electronically file into that case.

For the Hawaii Supreme Court or the Hawaii Intermediate Court of Appeals

Please direct all efilings questions to the Supreme Court Clerks Office,
808-539-4789 or email Appeals.COA@courts.hawaii.gov.

<u>For Civil Cases in the Family Courts</u>		
First Circuit, City & County of Honolulu	808-954-8101	FCCivil.1CC@courts.hawaii.gov
Second Circuit, Maui County	808-244-2998	DCCrim.2DC@courts.hawaii.gov
Third Circuit, Hawaii County (Hilo)	808-961-7400; 808-961-7500	CFC.3CC@courts.hawaii.gov
Third Circuit, Hawaii County (Kona)	808-443-2112	CFC.3CC@courts.hawaii.gov
Fifth Circuit, Kauai County	808-482-2673	JIMSQUERY.5CC@courts.hawaii.gov
<u>For Civil Cases in the District Courts</u>		
First Circuit, City & County of Honolulu	808-538-5888	DCCivil.1DC@courts.hawaii.gov
Second Circuit, Maui County	808-244-2998	DCCrim.2DC@courts.hawaii.gov
Third Circuit, Hawaii County (Hilo)	808-961-7515	CFC.3CC@courts.hawaii.gov
Third Circuit, Hawaii County (Kona)	808-322-8703	CFC.3CC@courts.hawaii.gov
Fifth Circuit, Kauai County	808-482-2673	JIMSQUERY.5DC@courts.hawaii.gov
<u>For Civil Cases in the Circuit Courts</u>		
First Circuit, City & County of Honolulu	808-539-4303	Civil.1CC@courts.hawaii.gov
Second Circuit, Maui County	808-244-2998	DCCrim.2DC@courts.hawaii.gov
Third Circuit, Hawaii County (Hilo)	808-961-7400	CFC.3CC@courts.hawaii.gov
Third Circuit, Hawaii County (Kona)	808-322-8750	CFC.3CC@courts.hawaii.gov
Fifth Circuit, Kauai	808-482-2673	JIMSQUERY.5CC@courts.hawaii.gov
<u>For Land Court and Tax Appeal Court</u>		
First Circuit, City & County of Honolulu	808-539-4303	Civil.1CC@courts.hawaii.gov
<u>For Criminal Cases in the Circuit Courts and Family (Adult) Court</u>		
First Circuit, City & County of Honolulu	808-539-4300, select option 5	Civil.1CC@courts.hawaii.gov
Second Circuit, Maui County	808-244-2998	DCCrim.2DC@courts.hawaii.gov

Third Circuit, Hawaii County (Hilo)	808-961-7400	CFC.3CC@courts.hawaii.gov
Third Circuit, Hawaii County (Kona): Circuit Court	808-322-8750	CFC.3CC@courts.hawaii.gov
Third Circuit, Hawaii County (Kona): Family Court	808-443-2112	CFC.3CC@courts.hawaii.gov
Fifth Circuit, Kauai County	808-482-2673	JIMSQUERY.5CC@courts.hawaii.gov
<u>For Criminal Cases in the District Courts</u>		
First Circuit, City & County of Honolulu	808-538-5888	DCCrim.1DC@courts.hawaii.gov
Second Circuit, Maui County	808-244-2998	DCCrim.2DC@courts.hawaii.gov
Third Circuit, Hawaii County (Hilo)	808-961-7470	DCCrimH.3DC@courts.hawaii.gov
Third Circuit, Hawaii County (Kona)	808-322-8700	DCCrimK.3DC@courts.hawaii.gov
Fifth Circuit, Kauai County	808-482-2673	DCCrim.5DC@courts.hawaii.gov

8. I am a defendant in a case, how do I request JEFS access in my case?

If you are a defendant in a case and are represented by an attorney, you are not allowed to register for JEFS access in this case.

If you do not have an attorney, you will need to request a JEFS account with the courts (see #7). Upon approval, you will be issued a JEFS userid (WEBU#) and added to your case. Thereafter, you will have access to the case filings and information, and can also electronically file in that specific case.

9. Once I am a JEFS user for a case, do I have to file all subsequent documents through JEFS?

Yes, once you agree to be a JEFS user for a particular case, you must agree to file all subsequent documents through JEFS. You no longer may file “over the counter,” this includes the Document Drop-Off service in the Third Circuit (Hawaii County).

10. I am registered and filing my case in JEFS in the Third Circuit (Hawaii County). Do I need to provide “courtesy copies”?

If “courtesy copies” are required, it is your responsibility to print and deliver those copies to the court for submission to the Judge. Refer to the [Third Circuit Court JEFS Guide](#) for additional information.

11. I am a registered JEFS user and have multiple active cases, but only see one of my two cases on JEFS. Where is my other case?

You will need to contact the appropriate court (see #7) to request access for each case you would like to activate in JEFS. Please have the case name and case number ready. Upon approval, your JEFS userid (WEBU #) will be added to the case to access your case and begin efilings.

12. What is a Notice of Electronic Filing (NEF)?

Once you agree to be a JEFS user, you will receive all electronic notice(s) in this case via NEF, including but not limited to subsequent filings and hearing notice(s). A NEF is a notification generated automatically upon the electronic filing of a document through JEFS and sent by email to parties who are JEFS users or who have consented to service by email.

WARNING: Once you are a JEFS user, you must agree to electronic notice going forward. The court or the other party(ies) will **not** notify you in any other way of new filings or hearing notice(s) in your case. You will receive NEF via email only throughout the life of your case.

13. Are there any references I can review to learn how to use JEFS?

Yes, there are a number of training videos and references that you can access at on our Judiciary webpage: <https://www.courts.state.hi.us/civiljefinfo>. These references include but are not limited to:

- [JEFS: 101 Overview](#)
- [JEFS: Submit Filing on an Existing Case](#)
- [JEFS: Manage Cases](#)
- [JEFS: Document Subscription](#)

14. Are there specific rules I need to follow when I am filing online?

Yes, the [Hawaii Electronic Filing & Service Rules](#) govern filing in JEFS. Please also familiarize yourself with the [JEFS User Manual](#). Additionally, follow all Court Rules located on the Judiciary website: [Hawaii Rules of Court](#).

Please note: Improper use of the Judiciary Electronic Filing and Service System to gain access to confidential records or records filed under seal or in-camera may subject the user to court-ordered sanctions.

For more information on JEFS, please visit the [Hawaii Judiciary E-Filing](#) page.