

Hawaii State Judiciary

eCourt Kokua - Purchasing Documents

As of December 2019

Prepared by Capgemini

Updated on 12/04/2019 by VK, NT

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eCourt Kokua - Purchasing Documents Online from the Hawaii State Judiciary

I. Introduction

Documents can be purchased from the Hawaii State Judiciary in various ways. All publicly available documents can be purchased through their related courthouses. Additionally, many documents are available for purchase online. This document will cover purchasing documents online through eCourt Kokua.

There are several options available to purchase documents online. Some grant access to the general public while others are limited to authorized Judiciary Electronic Filing and Service System (JEFS) users. None of the available online purchase options will provide access to sealed, confidential, or in-camera documents.

II. eCourt Kokua

eCourt Kokua is publicly available and accessible through the Hawaii State Judiciary Website

Accessing eCourt Kokua

1. Go to the Hawaii State Judiciary Website.

Users can either use a search engine to get to the Hawaii State Judiciary Website or use the following link: <u>http://www.courts.state.hi.us/</u>

NOTE: When logged into JEFS, look for the link to eCourt Kokua at the bottom of the JEFS home screen.

JUDICIARY INFORMATION MANAGEMENT SYSTEM	g and Service System (JEFS)
Welcome to the Hawai'i State Judiciary electr	onic filing portal.
Submit Case Filing	My Case View
Create Case Submit Filing on Existing Case	Manage Cases Manage Payments
User Administration	Document Subscriptions
Manage My Profile Organization Administration	Existing Subscription Information Purchase Subscriptions View Documents
Judiciary Home Page eCourt Kökua eFiling and Servic	ce System Frequently Asked Questions Training ADA Disability Accommodations

2. Click the eCourt Kokua link under Searches



3. Read the announcements on the page before scrolling to the lower section of the page labeled "STOP". Select the "Click Here to Enter eCourt* Kokua" button when you are ready to proceed.



4. After reading the disclaimer, click Accept.

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COUIT KOKUA JUDICIARY INFORMATION MANAGEMENT SYSTEM	
Home Party Search Vehicle Search Case Search View / Purchase Documents	
Home	
Disclaimer	
Please review and accept the disclaimer below.	
Online access to case information is provided by the State of Hawaiï Judiciary (Judiciary) as a public service. The Judiciary Information Management System (JIMS) eCourt Kőkua provide access to public information from traffic cases, District Court criminal, Circuit Court criminal, Family (Adult) Court criminal, District Court civil (as of 10/07/19), Circuit Court civil (as of 10/28 Land Court and Tax Appeal Court (as of 11/18/19) and appellate cases of the State of Hawaiï. The information cannot be removed unless the case records are sealed by a court order. An unauthorized attempt to remove or change the online information is strictly prohibited.	/S /19), IV
The information displayed is from the official records, but dees not include all information from official court records available to the public. For instance, some court pleadings that may be viewed and copied at a courthouse are not currently available through this website. Confidential cases, sealed cases and sealed documents also are not available online. Electronic persor identifying information data fields such as Social Security numbers will not be displayed in the public access portions. However, if otherwise private information is revealed in evidence, pleadings or other documents (such as exhibits, affidavits and transcripts) that are part of the public court record, the information is accessible if not prohibited by Rule 9 of the Hawaii Cou Records Rule in paper form at a courthouse and will be available electronically when imaged court records are made accessible to the public.	nal rt
Case information provided by the Judiciary through this Web site is made available "as is," with no warranties, express or implied, (including any implied warranties of merchant ability, accuracy, non-infringement or fitness for a particular purpose). In no event shall the Judiciary and its employees, officers, contractors, agents or representatives be liable for damages of an nature arising from 1) the use of or inability to use this Web site or the online databases, or 2) for the accuracy or validity of any information provided. While the Judiciary uses reasonable efforts to provide accurate, complete and current information on this Web site, it does not guarantee or represent that the information contains no errors, omissions or inaccuracies. Assess the accuracy and reliability of the information is the user's responsibility.	ny Sing
Certified court records are available in paper form at each courthouse.	
By accessing eCourt Kökua, you agree that you have read, understood and will abide by all sternents set forth in this disclaimer.	
I have read and agree to the terms of the above disclaimer and wish to proceed to eCourt	
Accept Decline	
	Privacy - Term

5. Depending on your browser, you may be required to complete the reCAPTCHA verification process. If applicable, follow the reCAPTCHA instruction and click Verify.





6. After completing the reCAPTCHA process, the screen will refresh to display the eCourt Kokua Home page.

e to	COURT KOKUA JUDICIARY INFORMATION MANAGEMENT SYSTEM							
Home	Party Search	Vehicle Search	Case Search	View / Purchase Documents				
Home								
Select one o • <u>Sear</u> • <u>Sear</u> • <u>Sear</u> • <u>View</u>	f the following optic ch for case details ch for case details ch for case details / Purchase Docum	ons to begin your ser by person name, bu by license plate or V by case ID or citation rent Subscriptions,	arch. siness/governmer IN_ n number_	<u>it agency name or party id.</u>				

Searching for Documents to Purchase

Documents available for purchase are attached to specific cases. To search for the case associated with the documents you wish to purchase, use the following steps:

1. Select the method of search to find the associated case.

Users can search using the Party Search, Vehicle Search or Case Search options by clicking on the tab.

(e Jur	Court KōI Diciary Informati	KUA OM MANAGEMENT SY	(57 M			
	Home	Party Search	Vehicle Search	Case Search	View / Purchase Documents		
	Home						
	 Select one of the following options to begin your search. Search for case details by person name, business/government agency name or party id. Search for case details by license plate or VIN. Search for case details by case ID or citation number. View / Purchase Document Subscriptions. 						

7

2. At the conclusion of any search, the user should direct their attention to the "Search results" section in the Case Search tab.

Note: The case search display will vary slightly for Civil cases in comparison to all other court cases. Attempt will be made in this document to capture all difference where applicable.

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Civil cases: The case view is organized in tabs.

Other cases: The case view is organized into a single screen. This requires the user to scroll up/down the screen.

Home	Party Search	Vehicle Search	Case Search	View / Purchase Documents			
Case Search •	ase Search • Filing Date Search						
Case Searc	ch			•			
Search Cr Please ent Case ID or Citation Nu Arrest Num OTN: SID:	- Search Criteria Please enter as much information as possible ("denotes required field). Case ID or Citation Number: ICPC-19-0000032 Application Number: Filing Date: Arrest Number: TCT Number: Ending Case Filing Date: TCT Number: Filing Date: Search Reset						
Search results for criteria: Case ID or Citation Number: 1CPC-19-0000032 Printable Case View Case Description Case ID: 1CPC-19-0000032 - State v. John Defendant, et al. Type: PC - Circuit Court Criminal Status: ACTIVE - Active Case Last Update: 04-Dec-2019 Location: PUNCHBOWL							

3. Documents available for purchase online* are indicated by a PDF icon 🔑 in the list of Dockets.

Search results for criteria: Case ID or Citation Number: 1CCV-19-0000184						
<u>G</u> enerate Prir	Itable Case View					
Summary	Events Dockets					
Date	Docket	Document Name	Parties	Filing Party		
12/02/2019	Complaint EFile Document upload of type Complaint	Complaint ABC Company et al. v Greg Person et al.	Random Company - Plaintiff	Attorney, Bill T		
12/02/2019	Request for In Forma Pauperis IFP	Motion to proceed in forma pauperis.	Random Company - Plaintiff	Attorney, Bill T		
12/02/2019	Notice of Electronic Filing		Random Company - Plaintiff	Attorney, Bill T		
12/02/2019	EFile Document upload of type Claim	Claim	Random Company - Plaintiff	Attorney, Bill T		
12/02/2019	Exemption Form	Fee exmpt for DJT	Random Company - Plaintiff	Attorney, Bill T		
12/02/2019	Notice of Electronic Filing		Random Company - Plaintiff	Attorney, Bill T		
12/02/2019	Answering Brief EFile Document upload of type Answering Brief	Testing document	Random Company - Plaintiff	Attorney, Green S		
12/02/2019	Notice of Electronic Filing		Random Company - Plaintiff	Attorney, Green S		
12/02/2019	Application EFile Document upload of type Application	Testing document	Greg Person - Defendant	Attorney, Bill T		
12/02/2019	EFile Document upload of type Certificate	Sample document name	Random Company - Plaintiff	Attorney, Bill T		
12/02/2019	Notice of Electronic Filing		Random Company - Plaintiff	Attorney, Bill T		

Civil cases: Click the Dockets tab to view all the dockets filed on the case.

Other cases: Scroll down to locate the list of dockets filed on the case.

Case Part	ies						
Seq #	Assoc	Expn Date	Туре	ID		Name / Aliases	
1		Plaintiff		SOHCR1	State of Hawaii - Criminal First Circuit Prosecution		
2			Defendant	@2860937	Defendant, John		
3		01-JUL-2019	Plaintiff	SOHCR1EA	C&C Honolulu Pros	secutors-ELDER ABUSE BRANCH	
4		25-FEB-2019	Other	D1CPC	Criminal Assignme	nts	
5		25-FEB-2019	Other	D1C12	First Circuit Court 1	12th Division	
6			Other	D1C22	First Circuit Court 2	22nd Division	
7			Deputy Prosecuting Attorney	A5841	Attroney, Steve		
8			Deputy Public Defender	OPD-OACC	OPD Oahu Circuit	Court	
9			Attorney	<u>A9999</u>	Attroney, Bill		
10			Attorn	A9997	Attorney, Green		
11				SOHCR1EA2	C&C Honolulu Pros	secuters-ELDER ABUSE BRANCH 2	
Da	te	4	Docket	Defendant Party			
01/08/201	9	Complaint A & P IS SET FOR	01/22/20198:30 A.M.	John Defendant		C&C Honolulu Prosecutors-ELDER ABUSE BRANCH	
01/08/201	9	Notice of Electre	onic Filing	John Defendant			
01/09/201	9	🕒 Info Confidentia	I Ntc - HCCR9	John Defendant			
01/09/201	9	Notice of Electre	pnic Filing	John Defendant			
01/09/201	9 1	Pretrial Bail Report		John Defendant		Sealed	
01/09/201	9	Notice of Electro	onic Filing	John Defendant			
01/22/201	9	Transfer to Another Division Case transferred to the 22nd Division (Judge Presiding)		John Defendant			
01/22/201	9	Notice of Electronic Filing		John Defendant			
01/22/201	9	Minutes DVD1:1C12/01222 JCLERK; LAW CLE Attroney, DPA; Bill Green Attroney, DP 007.0 m A&B Colo	019/9:07AM -9:42AM CLERK: J. SRK: M. CLREK PRESENT: Steve Attorney, DPD for in Court Felonies; 10 for Defts via video from OCCC. where Cellad: Appropriate product	John Defendant		DPA STEVE ATTORNEY DPD BILL ATTORNEY DFT Defendant, John JUDG Judge, Presiding CLK Clark, Julia	

* Documents not available online may still be available over the counter.

Selecting Documents for Purchase.

This section presumes that the user has searched for, and found, the case containing the documents to be purchased.

1. Click the PDF icon of the document you wish to purchase.

Date	Docket	Defendant	Party
01/08/2019	Complaint A & P IS SET FOR 01/22/20198:30 A.M.	John Defendant	C&C Honolulu Prosecutors-ELDER ABUSE BRANCH
01/08/2019	🔑 Notice of Electronic Filing	John Defendant	
01/09/2019	🔑 Info Confidential Ntc - HCCR9	John Defendant	
01/09/2019	🔑 Notice of Electronic Filing	John Defendant	
01/09/2019	Pretrial Bail Report	John Defendant	Sealed
01/09/2019	🔑 Notice of Electronic Filing	John Defendant	
01/22/2019	Transfer to Another Division Case transferred to the 22nd Division (Judge Presiding)	John Defendant	
01/22/2019	Notice of Electronic Filing	John Defendant	
01/22/2019	Minutes DVD1:1C12/01222019/9:07AM -9:42AM CLERK: J. JCLERK; LAW CLERK: M. CLREK PRESENT: Steve Attroney, DPA; Bill Attorney, DPD for in Court Felonies;	John Defendant	DPA STEVE ATTORNEY DPD BILL ATTORNEY DFT Defendant, John

2. In the popup window that appears, select either "Regular" for a regular file stamped copy of the requested document or "Certified Copy" for a certified copy of the document. Then click Add to Cart to add the document into your shopping cart. Click Cancel if the document was selected in error.

Pu	Irchase Single Document
Cor	mplaint for Case: 1CPC-19-0000032 has been selected for purchase. Select Regular or
Cer	rtified copy and click on [Add to Cart] to add to purchase queue or [CANCEL] to cancel
pur	rchase. Purchase at your own risk. Contents of document not guaranteed. Purchase can
be	completed on the 'View / Purchase Documents' Tab.
Not	te: Individual documents are available for \$3.00 per document or 10 cents per page,
whi	ichever sum is greater. An additional \$2.00 per document for Certified Copies.
۲	Regular O Certified Copy Add to Cart Cancel

Repeat the preceding steps to add additional documents to your shopping cart.

Purchasing the Selected Documents

This section presumes that the user has selected the document(s) to be purchased.

1. After selecting the document(s) to purchase, click the View / Purchase Documents tab.

General Contraction of the second sec	COURT KÕI Idiciary Informati	KUA ON MANAGEMENT SY	4				
Home	Party Search	Vehicle Search	Case Search	View / Purchase Documents			
Case Search	Case Search • Filing Date Search						
Case Sea	Case Search						

2. Scroll down to the New Documents section.

			_	_	_								
Home	Party Search	Vehic	le Search	Case Sea	rch	View /	Purchase Documents						
iow / Pr	Irchase Docum	ante											
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New Do	cuments												
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1	1	1	1CCV-19-0	000184	Compla	aint	ABC Company et al. v. 0	Greg Person et al.	02-DEC-20	19 <u>Y</u>	\$5.00	9	
2	1	2	1CPC-19-0	000032	Compla	aint	State v. John Defendant	et al.	08-JAN-20	19 <u>N</u>	\$3.00	0	
						K	44 4 > > H						
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Please v	rite down nurchase	ID This	id is used to	view and d	wnloa	id docun	nents after purchase	Durchasing ID:		0K0P4BOM2	7A		
								First Name:					
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Fees for The Hav	subscription and pu ai'i Information Cor	irchase o' isortium v	f electronic o vill add an a	copies are e dditional 2.6	tablist % proc	hed by t cessing f	he Hawai'i Supreme Cou fee.	rt.					
						-							
							P	urchase					

- 3. Review the documents listed in the New Documents section. If any are incorrect, click the icon to remove the document from your shopping cart.
- 4. The system assigns a Purchasing ID. <u>*Do NOT change the Purchasing ID*</u>. Fill out your First Name, Last Name, Phone Number, and E-Mail Address**.

****NOTE:** The email address you enter is case-sensitive. You are required to enter the email address in the same format as entered on this screen to be able to retrieve your purchase later.

Purchasing ID:	0K0P4BQMZA
First <u>N</u> ame:	
Last Name:	
P <u>h</u> one Number:	
E-Mail Address:	

5. Once you have reviewed the list and wish to purchase the document(s), click Purchase.

New Do	cuments										
Seq #	Docket Seq No	Pages	Case Id	Description	Case Short Na	ame	Filing Da	ate	Certify	Cost	Remove
1	1	1	1CCV-19-0000184	Complaint	ABC Company et al. v. Greg	Person et al.	02-DEC-20	019	Y	\$5.00	0
2	1	2	1CPC-19-0000032	Complaint	State v. John Defendant et a	al.	08-JAN-20	19	N	\$3.00	0
				K							
			2 docume	nt(s) found, disp	laying 2 document(s), from 1	to 2. Page 1 / 1					
Please w Enter Co Access to	rrite down purchase intact information a o this document(s)	e ID. This nd press ' is availab	id is used to view and 'PURCHASE' to contin	download docu ue. of time (2 day(s)	ments after purchase.	<u>P</u> urchasing ID: First <u>N</u> ame: Last Name: P <u>h</u> one Number	:	0K0F John Publi 808	P4BQMZ 1 lic 999	A 999	19
Costs are Contents	e determined by rul of documents are	es or stat not guara	utes and are Non-Refu	Indable. Purcha	se is at your own risk.	E-Mail Address		John	n.Q.Public	c@testm	ail.com
Fees for The Haw	subscription and pr ai'i Information Cor	urchase o Isortium V	of electronic copies are will add an additional 2	established by .6% processing	the Hawai'i Supreme Court. fee.	hase					

6. Enter your credit card information and click Continue.

Contact Information	
Name:	Email Address:
John Public	John.Q.Public@publicmail.com
	Your email address is used to send you a receipt or to notify you o payment problems.
Phone Number:	It will not be used for any other purpose and ye will not sell
808-555-5555	exchange or otherwise provide your email address to any third narty
Area code required	baus ak -
Credit Card Information	Billing Address
Cardholder Name:	Address Line 1:
Maximum 50 charactera	Street address, P.O. box, company name, c/o
Card Type:	Address Line 2:
0 <u>VISA</u> 0 🚭 0 🗠 🗠	MIRK
	Optional: apartment, suite, unit, building, floor, etc.
Card Number:	City: State:
Card Number:	City: State: Hawall
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Card Number: Expression Date: Month • Year •	City: 8 tote: Hawall • Zip Code:
Card Number: Expiration Date: Month Y Year Y	City: 8 tote: Hawall • Zip Code:
Card Number: Expiration Date: Month • Year •	City: State: Hawall Tip Code: Country:
Card Number: Expiration Date: Month • Year •	City: state: Hawaii Zip Code: Country: United States
Card Number: Expiration Date: Month • Year •	City: State: Hawall Zip Code: Country: United States

7. After completing your purchase from the Credit Card Payment screen, the Kala Document Purchase(s) complete screen will display. Click Continue to return to the eCourt Kokua home page.

Judiciary Internet
COURT KOKUA JUDICIARY INFORMATION MANAGEMENT SYSTEM
KALA Document Purchase(s) complete
You will now be returned to the eCourt Kokua Home screen. To view the document(s) purchased, Please select the "View / Purchase Documents" tab that follows.
Continue
© Copyright 2009-2012 Hawai'i State Judiciary

Retrieving Purchased Documents

Once a document has been purchased through eCourt Kokua, it is available to view and download for <u>**2 calendar days**</u>. To retrieve previously purchased documents you will need a valid Purchase ID and the email associated with the sale.

Note: The email address is case-sensitive and must match the format which you entered at the time of purchase.

1. Click the View / Purchase Documents tab. If you are returning to this screen immediately after your purchase, then the Purchase ID and Email Address will be automatically populated. Click Submit.

Home Party Search Vehicle Search Case Search View / Purchase Documents	
iew / Purchase Documents	
lease Click here to register or view Document Subscriptions in JEFS	
lick here for ADA Accommodation information	1
Purchased Documents	
Enter Purchase ID to view documents previously purchased: 0K0P4BQMZA	E-Mail Address: John.Q.Public@testmail.com
New Documents Please write down purchase ID. This id is used to view and download documents after purchase.	Purchasing ID:
New Documents Please write down purchase ID. This id is used to view and download documents after purchase.	Purchasing ID:
New Documents Please write down purchase ID. This id is used to view and download documents after purchase. Enter Contact information and press 'PURCHASE' to continue.	Purchasing ID:
New Documents Please write down purchase ID. This id is used to view and download documents after purchase. Enter Contact information and press 'PURCHASE' to continue.	Purchasing ID:
New Documents Please write down purchase ID. This id is used to view and download documents after purchase. Enter Contact information and press 'PURCHASE' to continue. Access to this document(s) is available for a limited period of time (2 day(s)) once purchase is complete. Costs are determined by rules or statutes and are Non-Refundable. Purchase is at your own risk. Contents of documents are not quaranteed.	Purchasing ID:
New Documents Please write down purchase ID. This id is used to view and download documents after purchase. Enter Contact information and press 'PURCHASE' to continue. Access to this document(s) is available for a limited period of time (2 day(s)) once purchase is complete. Costs are determined by rules or statutes and are Non-Refundable. Purchase is at your own risk. Contents of documents are not guaranteed. Fees for subscription and purchase of electronic copies are established by the Hawaiï Supreme Court. The Hawaii Thormation Consortium will add an additional 2.6% processing fee.	Purchasing ID:
New Documents Please write down purchase ID. This id is used to view and download documents after purchase. Enter Contact information and press 'PURCHASE' to continue. Access to this document(s) is available for a limited period of time (2 day(s)) once purchase is complete. Costs are determined by rules or statutes and are Non-Refundable. Purchase is at your own risk. Contents of documents are not guaranteed. Fees for subscription and purchase of electronic copies are established by the Hawaii Supreme Court. The Hawaii Information Consortium will add an additional 2.6% processing fee.	Purchasing ID: First Name: Last Name: Phone Number: E-Mgil Address:
New Documents Please write down purchase ID. This id is used to view and download documents after purchase. Enter Contact information and press 'PURCHASE' to continue. Access to this document(s) is available for a limited period of time (2 day(s)) once purchase is complete. Contents of documents are not guaranteed. Fees for subscription and purchase of electronic copies are established by the Hawali Supreme Court. The Hawali Information Consortium will add an additional 2.6% processing fee.	Purchasing ID:
New Documents Please write down purchase ID. This id is used to view and download documents after purchase. Enter Contact information and press 'PURCHASE' to continue. Access to this document(s) is available for a limited period of time (2 day(s)) once purchase is complete. Costs are determined by rules or statutes and are Non-Refundable. Purchase is at your own risk. Contents of documents are not guaranteed. Fees for subscription and purchase of electronic copies are established by the Hawaïl Supreme Court. The Hawaïl Information Consortium will add an additional 2.6% processing fee.	Purchasing ID:

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