

**INSTRUCTIONS FOR SUBMISSION OF BAR APPLICATION PURSUANT TO  
PILOT PROJECT RE: LIMITED LICENSE METHOD FOR PUBLIC EMPLOYEE  
(CRIMINAL LAW)**

**EFFECTIVE JULY 22, 2025, THROUGH SEPTEMBER 1, 2025**

1. Review the order establishing the Pilot Project, found here:  
<https://www.courts.state.hi.us/wp-content/uploads/2025/06/order592.pdf>
2. Register for an account with the Judiciary Electronic Filing and Service System (JEFS) here: <https://jimspss1.courts.state.hi.us/JIMSEExternal/register-access-detail.aspx>; Any questions regarding this application process should be directed to the Supreme Court Clerk's Office at 808-539-4789 or via email at [baradmissions@courts.hawaii.gov](mailto:baradmissions@courts.hawaii.gov).
3. When creating your JEFS account, select "Bar Applicant" when choosing a "Role" on the Self-Registration form.
4. Once your account is created, login to your JEFS account and select "Draft Bar Application."
5. Until the JEFS online bar application is updated to include the Pilot Project as an available option, when prompted, select "Rule 1.16: Limited Admission for foreign attorneys employed by qualified non-profit legal services provider" as the authorizing rule. Applicants applying in this fashion will be required to submit a declaration explaining their intent to seek admission under the Pilot Project. Additional information regarding this declaration is provided on page two of these instructions.
6. When prompted to select your "Exam Format," select either option. As an applicant under the Pilot Project, you will not be required to sit for the bar examination.
7. Complete the rest of the application.
8. When prompted, upload the required documents (refer to your electronic bar application and the table below):

<b>Document Type</b>	<b>Required For</b>
NCBE Hawai'i Application	Required for all applicants
Order, certificate, or other documentation of name change	Required to verify previous name change(s), if applicable
Proof of law school graduation	Required to confirm law school graduation
Certificate or Letter of Good Standing	Required to verify law license in other jurisdictions, if applicable
Certified copy of order or letter stating result of disciplinary process and/or order or letter reinstating law license	Required to verify prior attorney discipline, if applicable
Traffic abstract or driving record from each location where you resided in the	Required to verify prior traffic violations, if applicable

last ten years; copy of satisfaction of judgment or verification of compliance	
Credit report	Required to verify financial responsibility, if applicable
Letter from qualified government entity verifying intent to hire or employment	Required for all applicants under Section (b) of the Pilot Project
A declaration explaining your intent to apply for admission pursuant to the Pilot Project <sup>1</sup>	Required for Pilot Project applicants until September 2, 2025

9. Once all required documents are submitted in your case file via JEFS, your application will be processed.
10. All notifications regarding the status of your application will be filed into the JEFS system. Please monitor your account regularly.
11. Any technical issues with the electronic filing should be directed to:  
[Appeals.COA@courts.hawaii.gov](mailto:Appeals.COA@courts.hawaii.gov).

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<sup>1</sup> This declaration is required until the JEFS online bar application is updated to include the Pilot Project as an available option. *(It is anticipated that the updates to the online bar application will be completed by September 2, 2025.)* This declaration should take the following form:

**I, [INSERT APPLICANT'S NAME], hereby declare my intent to apply for limited admission pursuant to the Pilot Project Re: Limited License Method for Public Employee (Criminal Law). I confirm that I have reviewed the application instructions provide by the Clerk's Office and verify that, to the best of my knowledge, I am eligible to seek admission under this Pilot Project.**

**(Signature)** \_\_\_\_\_  
**Printed Name**

**xx/xx/xxxx**  
**Date**