

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

EFFECTIVE SEPTEMBER 2, 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.
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. When prompted, select “Pilot Project Re: Limited License Method for Public Employee (Criminal Law)” as the authorizing rule.
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):

Document Type	Required For
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 last ten years; copy of satisfaction of judgment or verification of compliance	Required to verify prior traffic violations, if applicable

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

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.