



How-To Guide

How to Get Your Purchased Documents

Important: You have two days to download your purchased documents.

Once you complete the document purchase process, you can download documents as soon as you receive the receipt via e-mail. The Purchase ID and the email address will already be filled in on the View / Purchase Documents screen as long as you do not log out of the online purchase session.

If you have logged out of the online purchase session, please refer to the Purchase Receipt sent to your email address for the Purchase ID. You will need that information and the email address associated with the transaction. Follow the steps outlined below to access your purchased documents.

I. Go to eCourt Kōkua (<https://www.courts.state.hi.us>)

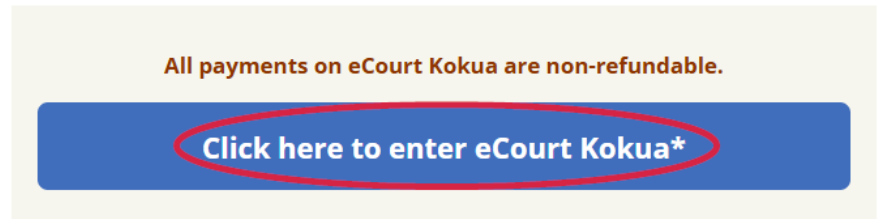
A. Click on Search Court Cases link.

The screenshot shows the homepage of the Hawaii State Judiciary website. At the top, there is a navigation bar with links for Home, For Public, For Litigants, For Attorneys, For Jurors, For Media, Language Access, ADA, and Access to Justice. Below this is a search bar with the text "Search this site" and a magnifying glass icon. The main header features the Hawaii State Judiciary logo and the text "Hawai'i State Judiciary". A secondary navigation bar includes links for General Information, News & Reports, Self-Help, Services, Courts, Legal References, and Community Outreach. On the left side, there is a sidebar with several links: "Search Court Cases" (circled in red), "Jobs", "Efiling", and "Statewide Pre-filing Eviction Mediation Program". The main content area features a video player with the title "First Circuit Court Celebrates First Jail Diversion Program Graduates" and a description of the program. The video player includes standard playback controls and an "RSS Read more news" button.

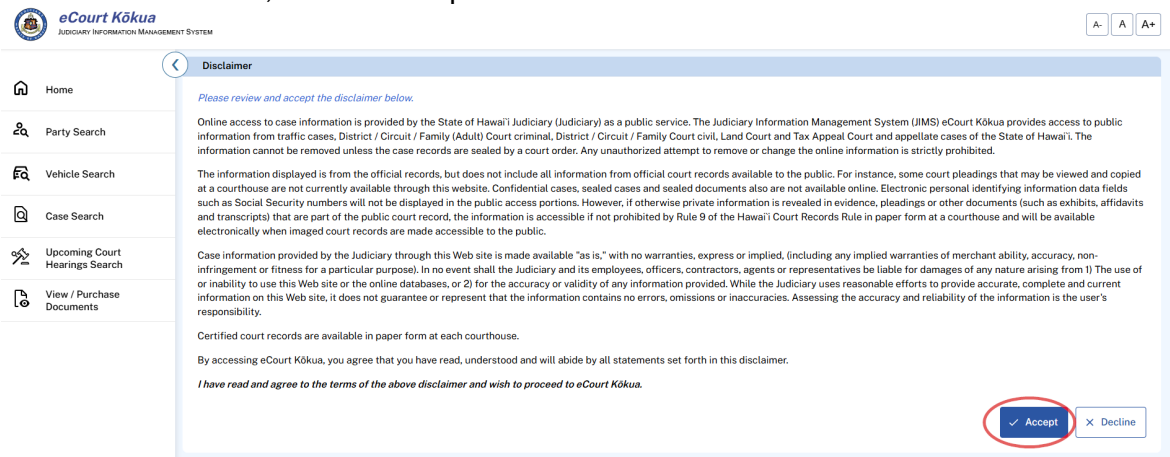


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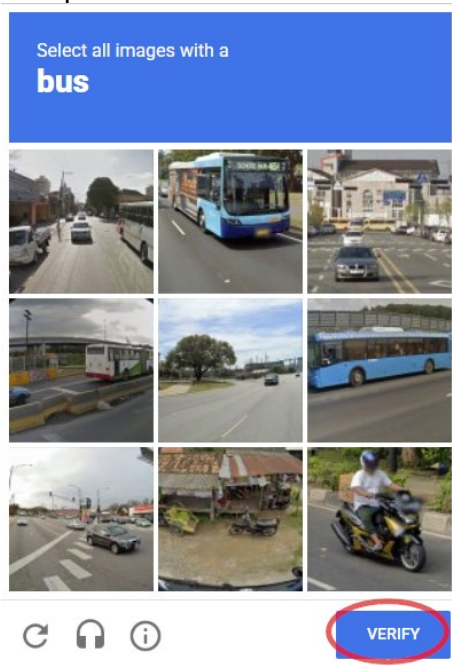
- B. Then click on “Click Here to Enter eCourt Kokua*” button.
eCourt* Kokua



- C. Read the Disclaimer, click on Accept.



- D. Complete the reCAPTCHA verification process and then click Verify.





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E. Click View / Purchase Documents.

The screenshot shows the eCourt Kōkua homepage. The header includes the logo and the text "eCourt Kōkua JUDICIARY INFORMATION MANAGEMENT SYSTEM" along with font size controls (A-, A, A+). A left sidebar contains navigation links: Home, Party Search, Vehicle Search, Case Search, Upcoming Court Hearings Search, and View / Purchase Documents (circled in red). The main content area is titled "Select one of the following options to begin your search." and contains six search options: Party Search, Vehicle Search, Case Search, Upcoming Court Hearings Search, and View / Purchase Documents (circled in red).

F. Look at your Payment Receipt for “Description: Payment for Single Document Purchase with ID.” The 10-character string is the **Purchase ID**. The **email address** is the one you used when you ordered the documents. Enter both as shown below, then click **Retrieve Purchased Documents**.

The screenshot shows the "Purchased Documents" section of the eCourt Kōkua system. It features a header with the system name and font size controls. Below the header are two links: "Please Click here to register or view Document Subscriptions in JEFS" and "Click here for ADA Accommodation information". The main content area is titled "Purchased Documents" and contains the following text: "Enter Purchase ID to view documents previously purchased:". Below this text are two input fields: "Enter the Purchase ID" and "E-Mail Address: Eg. name@email.com". A red arrow points to the "Enter the Purchase ID" field, and another red arrow points to the "E-Mail Address" field. At the bottom right, there is a blue button with a checkmark and the text "Retrieve Purchased Documents", which is circled in red.



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G. Message boxes will appear as confirmation. Click the **x** icons to close the messages.

Purchased Documents

Enter Purchase ID to view documents previously purchased: E-Mail Address:

[✔ Retrieve Purchased Documents](#)

Click the PDF icon to download the purchased document.

Seq #	PDF	Docket Seq No	Pages	Case Id	Description	Case Short Name	Filing Date	Certify	Cost
1		11	1	RECORD ID: 1100000000	Order	Public v. State Court	30-MAR-2026	<input type="checkbox"/>	\$3.00
2		12	1	RECORD ID: 1200000000	Notice of Electronic Filing	Public v. State Court	30-MAR-2026	<input checked="" type="checkbox"/>	\$5.00

2 document(s) found, displaying 2 document(s), from 1 to 2. Page 1 / 1

ⓘ Access to this document(s) will be available for 48 hours from the time of purchase. x

ⓘ Documents have been retrieved for Purchase ID: QCP9JJ59XP x

H. Click the PDF icon (below left) to download your document.

Click the PDF icon to download the purchased document.

Seq #	PDF	Docket Seq No	Pages	Case Id	Description	Case Short Name	Filing Date	Certify	Cost
1		11	1	RECORD ID: 1100000000	Order	Public v. State Court	30-MAR-2026	<input type="checkbox"/>	\$3.00
2		12	1	RECORD ID: 1200000000	Notice of Electronic Filing	Public v. State Court	30-MAR-2026	<input checked="" type="checkbox"/>	\$5.00

2 document(s) found, displaying 2 document(s), from 1 to 2. Page 1 / 1

Note: If the purchase was for a certified copy, there will be a check in the box in the Certify column (see circled icon on the right).