

Judicial Electronic Filing and Service System (JEFS)

CIVIL CASE FILING

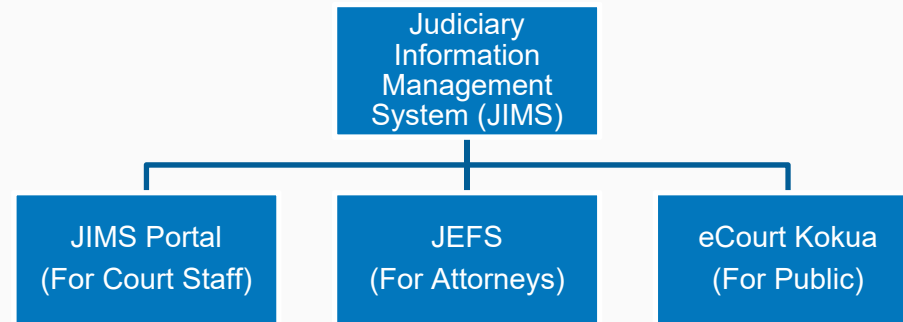
JEFS User Training 2019


JEFS

- General Information
- Case Initiation
- Submit Filing on Existing
- Manage Payments

General Information

- JIMS System
 - JIMS Portal
 - JEFS
 - eCourt Kokua
- JEFS
 - Registration
 - Login



 **Judiciary Electronic Filing and Service System (JEFS)**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Please login using your User ID and Password to continue.

User ID

Password

[Register for Access](#) [Reset my Password](#)

Welcome to the Hawai'i Judiciary's Electronic Filing and Service System (JEFS). JEFS allows eligible and registered attorneys and their firm's staff, and eligible and registered self-represented parties to electronically file documents for all cases in 1) the Hawai'i Intermediate Court of Appeals, for all cases in the Hawai'i Supreme Court, and 2) for criminal cases in the Hawai'i District Courts, Circuit Courts, and Family (Adult) Courts, and 3) for civil cases in Hawai'i District Courts, Circuit Courts, Land Court and Tax Appeal Court. Other courts and case types will be added to JEFS as they are brought into the Judiciary Information Management System.

Use of JEFS is for official court business only. Activity to and from this site is monitored. Documents filed through JEFS are subject to the requirements of the Hawai'i Electronic Filing and Service Rules, the Hawai'i Court Records Rules, and the rules that govern court proceedings, including formatting, service of process, and sanction rules. Please comply with Rule 9 of the Hawai'i Court Records Rules, which governs submission of personal information and account numbers.

Online payments for filing fees are processed by the Hawai'i Information Consortium. Efilers who wish to pay on-line are assessed a small non-refundable processing fee by the Hawai'i Information Consortium. Efilers are given an option to pay in person or by mail.

[Click here for ADA Accommodation information](#)

General Information

How to access JEFS?

<https://www.courts.state.hi.us/>

Home For Public For Litigants For Attorneys For Jurors For Media Language Access ADA Access to Justice Contact Us

Hawai'i State Judiciary

General Information News & Reports Self-Help Services Courts Legal References Community Outreach Special Projects & Events

Search this site

eCourt Kokua*
For access to traffic cases, District Court criminal, Circuit Court criminal, Family Court criminal (adults) and appellate cases

Ho'ohiki
For access to civil case information filed in the Circuit and Family Courts and certain civil cases of the District Courts (small and regular claims)

Jobs
Search for jobs at the Judiciary

Efilng
Case information

LAW DAY 2019

**FREE SPEECH
FREE PRESS
FREE SOCIETY**

Free Speech, Free Press, Free Society - Judiciary Celebrates Law Day 2019
HONOLULU - Throughout May, the Hawaii State Judiciary is sponsoring special events and presentations in observance of Law Day, celebrated annually on May 1 to recognize our nation's dedication to... [read more](#)


RSS [Read more news](#)


Case Initiation

- Create Case
- Case Information
- Party Information
- Document Information
- Applicable Fees

Create Case - Select Case Type

1. Circuit Court
 - a. CG – Conservatorship & Guardianship
 - b. CP - Conservatorship Proceeding
 - c. CV - Circuit Court Civil
 - d. LD - Land Court
 - e. LP - Probate
 - f. ML - Mechanic & Materialman Lien
 - g. PN - Special Proceeding Prisoner
 - h. SP - Special Proceeding
 - i. TR - Trust
 - j. TX - Tax Appeal
2. District Court
 - a. RC - Regular Claim
 - b. SC - Small Claim
 - c. SD - DC Special Proceeding
 - d. SN - Ignition Interlock Petition
 - e. SS - DC Temp Restraining Order

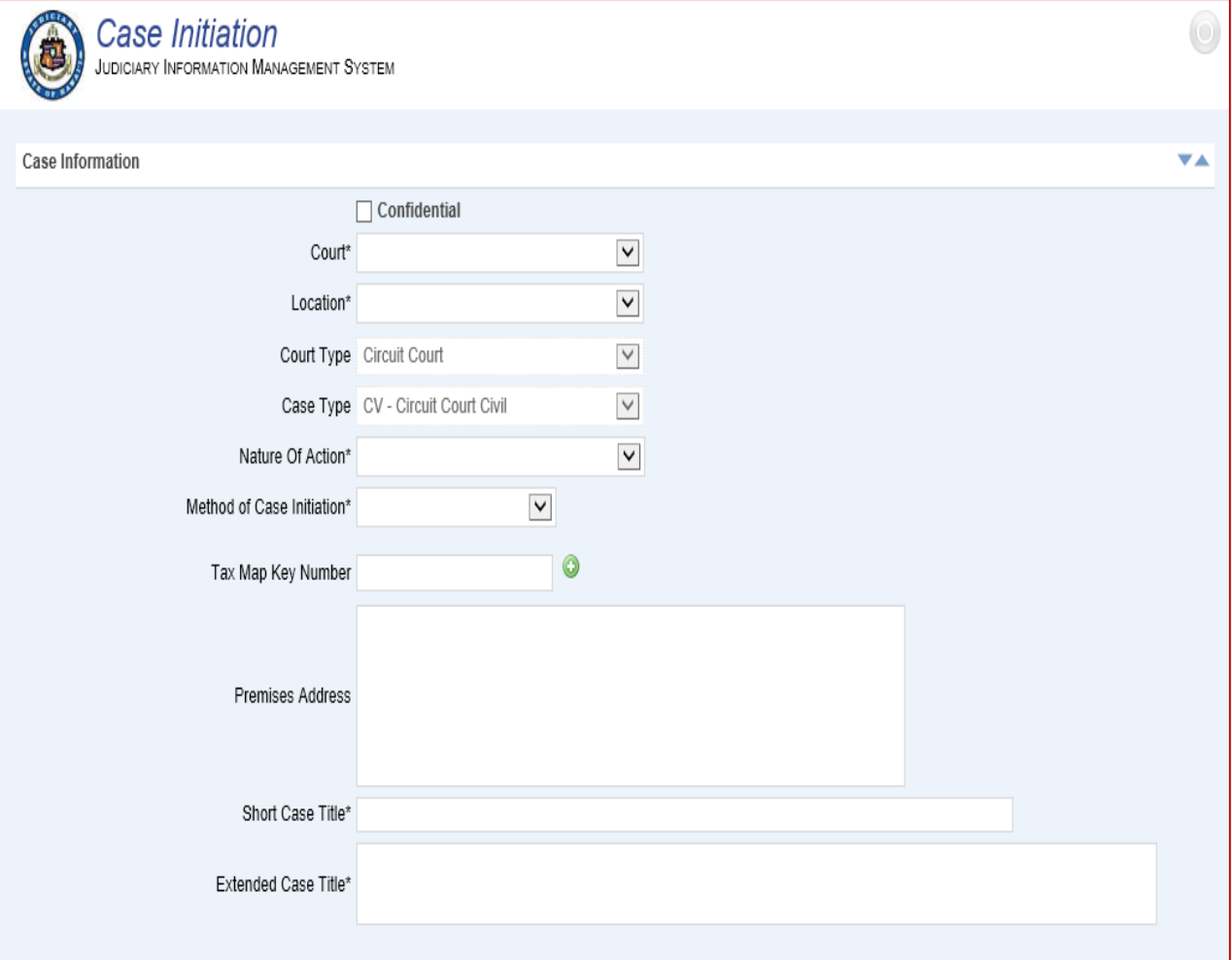
Submit Case Filing Create Case  Submit Filing on Existing Case	My Case View Manage Cases Manage Payments
User Administration Manage My Profile	Document Subscriptions Existing Subscription Information Purchase Subscriptions View Documents

 **Case Initiation**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Court Type* Case Type*

Case Information

1. Enter mandatory details
 - a. Court
 - b. Location
 - c. Nature of Action
 - d. Method of Case Initiation
 - e. Short Case Title
 - f. Extended Case Title



The screenshot shows the 'Case Initiation' form within the 'JUDICIARY INFORMATION MANAGEMENT SYSTEM'. The form is titled 'Case Information' and includes a 'Confidential' checkbox. The fields are as follows:

- Confidential
- Court* [Dropdown]
- Location* [Dropdown]
- Court Type [Dropdown: Circuit Court]
- Case Type [Dropdown: CV - Circuit Court Civil]
- Nature Of Action* [Dropdown]
- Method of Case Initiation* [Dropdown]
- Tax Map Key Number [Text input with a green plus icon]
- Premises Address [Text area]
- Short Case Title* [Text input]
- Extended Case Title* [Text input]

Party Information

1. Add new parties
 - a. Enter all mandatory party information
 - b. Select Role
2. Search and assign parties and attorneys
 - a. Enter search criteria
 - b. Select party and party role
 - c. Assign
3. Import parties
 - a. Download Template
 - b. Enter mandatory details
 - c. Save Template
 - d. Upload

Search Add Import Parties [Return to Case Initiation](#)

Search Criteria

Search Type Attorney Party Case Id Business Government Agency Court Reporter

Party ID Last Name

SID # (Criminal ID #) First Name

Date of Birth Middle Name

Partial Search Phonetic Search Include Alias

Drivers License/State ID

Drivers License State

Search Add Import Parties [Return to Case Initiation](#)

Import Parties

Instructions:

1. Download the Microsoft Excel spreadsheet, "Template.xls" to your computer.
2. Complete all the mandatory information for each party in the spreadsheet.
3. A cover sheet containing further instructions is included in the template.
4. Do not modify the format of the spreadsheet.
5. Do not add any information beyond what has been asked for.
6. Save the spreadsheet on your computer.
7. When you are ready to add the party information in JEFS, click on 'Browse'.
8. Locate the spreadsheet on your computer and click on 'Upload File'.
9. Once uploaded, click on 'Import'.

Download Template: [Template.xls](#)

Import

Preview:

Document Information

1. Add Document
 - a. Document Category
 - b. Document Type
 - c. Lead v. Supporting document
2. Document security
 - a. Sealed
 - b. In Camera
3. Remove document

Documents Information *

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check the "sealed" box only if the case is a public case and

1. the court has granted your motion to seal the document, or
2. the document is one that may be submitted under seal without an order of the court

Document Category* Document Type*

Document Name*

In Response To Filing Parties*
Attorney for Plaintiff-Bill T Person

Docket For*

Attach Document Browse...
Upload File

Notes

1 - Complaint Company XYZ Civil Complaint - Sample.pdf Lead Document In Camera Seal

Applicable Fees

1. Mandatory for all Attorneys (SOH agency Attorneys exempted)
 - a. Select Required filing fees
 - b. Fee waiver request (to be accompanied with Motion to proceed in forma pauperis)
 - c. Owed By
2. The Applicable Fee section on Estate and Probate Cases:
 - a. Admin Fee
 - b. Indigent Surcharge
3. Submit Filing
4. Payment Due to Court

ALL Civil case types (excluding Estate and Probate)

Applicable Fees *

Please select ALL the applicable filing fees based on what you are filing today. You may select one or more fees. If any fees are found to be omitted, the court may assess additional filing fee(s) after your submission.
Click [here](#) for the fee schedule.

Select Required Fee	Amount per Unit	Number of Units	Total Assessed	Fee Waiver Request	Notes	Remove
CMPS - Complaint/Summons	\$315.00	1	\$315.00	<input type="checkbox"/>		
	\$0.00	0	\$0.00	<input type="checkbox"/>		
	\$0.00	0	\$0.00	<input type="checkbox"/>		

[Add Row](#)

Owed By* Bill T. Person

Grand Total \$315.00

[Submit](#)

Estate and Probate case types

Applicable Fees *

Please select ALL the applicable filing fees based on what you are filing today. You may select one or more fees. If any fees are found to be omitted, the court may assess additional filing fee(s) after your submission.
Click [here](#) for the fee schedule.

Select Required Fee	Amount per Unit	Number of Units	Total Assessed	Fee Waiver Request	Notes	Remove
ASC - Appointment of Successor Conservator	\$100.00	1	\$100.00	<input type="checkbox"/>		
	\$0.00	0	\$0.00	<input type="checkbox"/>		
	\$0.00	0	\$0.00	<input type="checkbox"/>		

[Add Row](#)

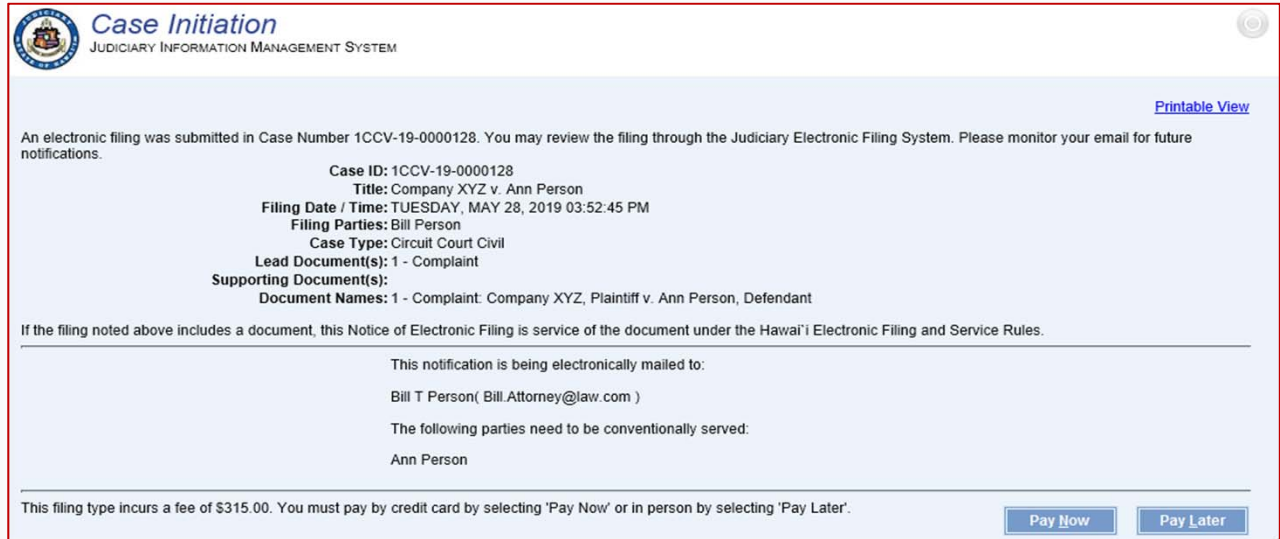
Admin Fee \$50.00 Indigent Surcharge \$65.00

Owed By*

Grand Total \$215.00

Notification and Payment Options

1. Notification screen
2. Notice of electronic filing
3. Payment options
 - a. Now - Payment Gateway
 - b. Pay Later



Case Initiation
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Printable View](#)

An electronic filing was submitted in Case Number 1CCV-19-0000128. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.

Case ID: 1CCV-19-0000128
Title: Company XYZ v. Ann Person
Filing Date / Time: TUESDAY, MAY 28, 2019 03:52:45 PM
Filing Parties: Bill Person
Case Type: Circuit Court Civil
Lead Document(s): 1 - Complaint
Supporting Document(s):
Document Names: 1 - Complaint: Company XYZ, Plaintiff v. Ann Person, Defendant


If the filing noted above includes a document, this Notice of Electronic Filing is service of the document under the Hawai'i Electronic Filing and Service Rules.

This notification is being electronically mailed to:
Bill T Person(Bill.Attorney@law.com)

The following parties need to be conventionally served:
Ann Person

This filing type incurs a fee of \$315.00. You must pay by credit card by selecting 'Pay Now' or in person by selecting 'Pay Later'.

[Pay Now](#) [Pay Later](#)



Case Initiation
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Fees Owed: \$315.00

The total amount due is \$315.00. Payment Options :

1. JEF users can pay online by choosing Manage Payments; or
2. You can pay in person by cash at the address below, or
3. You can pay in person by cashier's check or money order payable to "Clerk of the Court" at the address below; or
4. You can mail a cashier's check or money order payable to "Clerk of the Court" to the address below (do not mail cash).

You must pay within ten (10) days from this notice. If you do not pay the total amount due, your complaint will be dismissed or your document stricken.

Clerk of the Court
Circuit Court of the FIRST Circuit
Attn: Cashier, 777 Punchbowl Street, Honolulu, HI 96813
[Show Map](#)

[Close](#)


Submit Filing on Existing Case

- Party Information
- Document Information
- Applicable Fees

Case Search

1. Find Case
2. Advanced Search
 - a. Search Name
 - b. Case Filing Date Range Search

Submit Case Filing

Create Case
Submit Filing on Existing Case 

eFiling - Existing Case

JUDICIARY INFORMATION MANAGEMENT SYSTEM

Case Information

Case ID

[Find Case](#) [Advanced Search](#)

eFiling - Find Case

JUDICIARY INFORMATION MANAGEMENT SYSTEM


[Return to Submit Filing on Existing Case](#)


Search Criteria

Case ID

Party Type Person Business Government Agency

Business Name

Case Filing Start Date 

Case Filing End Date 

Court Type

Court

Location

Case Type

Include Closed Cases
 Phonetic Search

[Search](#) [Reset](#)

Search Results

Please select a case.

Case ID	Case Title	Initiation Date	Case Type
1CCV-19-0000128	Company XYZ v. Ann Person	28-MAY-2019	Circuit Court Civil

7 cases found, displaying 1 case(s), from 7 to 7. Page 2 / 2

[Home](#) [Previous](#) [Next](#) [Page 1](#) [Page 2](#) [Page 3](#)

Case Details

Case ID Sealed

Case Title

Court Case Type

Location Case Status

Initial Filing Date

[Submit](#) [Cancel](#)

[Done](#)

Filing on Existing Case

1. Case Information
2. Party Information
3. Document Information
4. Applicable Fees
 - a. Other Civil Cases
 - b. Estate and Probate Cases
5. Submit Filing
6. Payment Due to Court (if applicable)

eFiling - Existing Case
JUDICIARY INFORMATION MANAGEMENT SYSTEM

You are filing in State of Hawai'i Case: 1CCV-19-0000128 - Company XYZ v. Ann Person

Case Information

Case ID: 1CCV-19-0000128
Company XYZ v. Ann Person

Party Information

Current parties for case are displayed below. You may add more as necessary.

[Add](#)

Plaintiff Company XYZ
1000 King St
Honolulu, HI 96813

Attorney Bill T Person
[\[Edit\]](#) 1000 Alakea St
Honolulu, HI 96813

Defendant Ann Person
1000 Alakea St
Honolulu, HI 96813

Documents Information

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check the "sealed" box only if the case is a public case and

1. the court has granted your motion to seal the document, or
2. the document is one that may be submitted under seal without an order of the court

Document Category* Document Type*

Document Name*

In Response To None Filing Parties* None

Docket For*

Attach Document [Browse...](#)

Upload File

Notes

[Add](#) [Reset](#)

Applicable Fees

Please select ALL the applicable filing fees based on what you are filing today. You may select one or more fees. If any fees are found to be omitted, the court may assess additional filing fee(s) after your submission.
Click [here](#) for the fee schedule.

Select Required Fee	Amount per Unit	Number of Units	Total Assessed	Fee Waiver Request	Notes	Remove
<input type="text"/>	\$0.00	0	\$0.00	<input type="checkbox"/>		<input type="text"/>
<input type="text"/>	\$0.00	0	\$0.00	<input type="checkbox"/>		<input type="text"/>
<input type="text"/>	\$0.00	0	\$0.00	<input type="checkbox"/>		<input type="text"/>

[Add Row](#)


Owed By*

Grand Total \$0.00

[Submit](#) [Reset](#)

Filing on Existing Case (Contd.)

1. Notice of Electronic Filing
2. Payment options
 - a. Now - Payment Gateway
 - b. Pay Later

**eFiling - Existing Case**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

[Printable View](#)

An electronic filing was submitted in Case Number 1CCV-19-0000128. You may review the filing through the Judiciary Electronic Filing System. Please monitor your email for future notifications.


Case ID: 1CCV-19-0000128
Title: Company XYZ v. Ann Person
Filing Date / Time: WEDNESDAY, MAY 29, 2019 07:03:59 AM
Filing Parties: Bill Person
Case Type: Circuit Court Civil
Lead Document(s):
Supporting Document(s): 5 - Complaint Amended
Document Names: Amendment to the Complaint filed on 28-May-2019

If the filing noted above includes a document, this Notice of Electronic Filing is service of the document under the Hawai'i Electronic Filing and Service Rules.

This notification is being electronically mailed to:
Bill T Person(Bill.Attorney@law.com)

The following parties need to be conventionally served:
Ann Person

This filing type incurs a fee of \$30.00. You must pay by credit card by selecting 'Pay Now' or in person by selecting 'Pay Later'.

**eFiling - Existing Case**
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Fees Owed: \$30.00

The total amount due is \$30.00. Payment Options :

1. JEF users can pay online by choosing Manage Payments; or
2. You can pay in person by cash at the address below; or
3. You can pay in person by cashier's check or money order payable to "Clerk of the Court" at the address below ; or
4. You can mail a cashier's check or money order payable to "Clerk of the Court" to the address below (do not mail cash).

You must pay within ten (10) days from this notice. If you do not pay the total amount due, your complaint will be dismissed or your document stricken.

Clerk of the Court
Circuit Court of the FIRST Circuit
Attn: Cashier, 777 Punchbowl Street, Honolulu, HI 96813
[Show Map](#)

Manage Payments

- My Filings
- All Firm Filings

Manage Payments

1. My Filings (only for Parties/Attorneys on the case)
 - a. Enter Search Criteria
 - b. Select outstanding filing fee
 - c. Select Payor
 - d. Pay

2. All Firm Filings (All firm's related cases with outstanding fees)
 - a. Enter Search Criteria
 - b. Select outstanding filing fee
 - c. Select Payor
 - d. Pay

The screenshot shows the 'Manage Payments' web application interface. At the top, there is a header with the logo and the text 'Manage Payments JUDICIARY INFORMATION MANAGEMENT SYSTEM'. Below the header, there is a dropdown menu for 'All Cases'. Underneath, there are radio buttons for 'My Filings' (selected) and 'All Firm Filings'. A 'Search Again' button is located to the right. The 'Search Criteria' section contains several input fields: 'Case ID', 'Filing Date (Start)', 'Filing Date (End)', 'Case Type', and 'Case Status'. There are 'Search' and 'Reset' buttons at the bottom of the search criteria section.

The screenshot shows the 'Manage Payments' web application interface for 'All Firm Filings'. The header is the same as the previous screenshot. The radio buttons are now for 'My Filings' and 'All Firm Filings' (selected). The 'Search Criteria' section shows 'Case Type: CV', 'Filing Date (Start): 28-MAY-2019', and 'Filing Date (End): 29-MAY-2019'. Below the search criteria, there is a table of fees with the following data:

Case ID	<input type="checkbox"/>	Fee Description	Outstanding Balance	Owed By	Initiation Date	Due Date	Payor
1CCV-19-0000128	<input type="checkbox"/>	Motion to Set Aside Dismissal	\$30.00	Person, Bill T	29-MAY-2019	08-JUN-2019	<input type="text"/>
	<input type="checkbox"/>	Complaint/Summons	\$315.00	Person, Bill T	28-MAY-2019	07-JUN-2019	

Below the table, it says '2 fees found, displaying -28 fee(s), from 31 to 2. Page 1 / 1'. At the bottom, there is a 'Grand Total' of '\$0.00' and a note: 'If applicable, refunds by check will be made payable to the 'Payor' unless otherwise ordered by the Court'. There are 'Pay' and 'Reset' buttons at the bottom.

Q & A

Mahalo!