

# Judicial Electronic Filing and Service System (JEFS)

Manage Cases  
Subscriptions  
User Administration

JEFS User Training 2019

# JEFS

- Manage Cases
- Document Subscription
- User Profile

## Manage Cases

- My Cases
- My Documents
- All Firm Cases
- All Firm Documents



## Judiciary Electronic Filing and Service System (JEFS)


JUDICIARY INFORMATION MANAGEMENT SYSTEM

*Welcome to the Hawai'i State Judiciary electronic filing portal.*

### 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

# My Cases

1. Search by Case ID or Case Type
  - a. Only ongoing cases
  - b. Terminated Cases (less than 90 days)
2. Select Case
3. View Case information
  - a. Case Summary
  - b. Parties
  - c. Events

Active and Inactive Cases

My Cases  My Documents  All Firm Cases  All Firm Documents

Search Criteria: Case Type: CV, Filing Date (Start): 27-MAY-2019, Filing Date (End): 28-MAY-2019 [Search Again](#)

Search Criteria:

Case ID:

Filing Date (Start): 27-MAY-2019

Filing Date (End): 28-MAY-2019

Case Type: CV - Circuit Court Civil

Case Status:

Please select a case.

Case ID	Court	Location	Type	Status	Description	Initiation Date
1CCV-19-0000128	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Company XYZ v. Ann Person	28-MAY-2019

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

Case Summary for 1CCV-19-0000128

Company XYZ, Plaintiff v. Ann Person, Defendant

Parties for 1CCV-19-0000128

#	PartyID	Role	Name	Start Date	End Date	Associated Party	Juv
1	@4428647	Defendant	Ann Person	28-MAY-2019			<input type="checkbox"/>
2	@4428640	Plaintiff	Company XYZ	28-MAY-2019			<input type="checkbox"/>
3	A9998	Attorney	Bill T Person	28-MAY-2019		2	<input type="checkbox"/>

Events for 1CCV-19-0000128

#	Event	Event For	Date	Time	Room/Division	Location	Associated Dockets
1	Assigned Civil Calendar		28-MAY-2019	00:00:00	First Circuit 14th Division	PUNCHBOWL	
2	Hearing	Bill T. Person	10-JUL-2019	10:00:00	First Circuit 14th Division	PUNCHBOWL	

Dockets for 1CCV-19-0000128

# My Cases (Contd.)

- d. Docket and Document information
  - i. Sealed
  - ii. In Camera




4. Add Parties

5. Add Documents

Dockets for 1CCV-19-0000128

Dkt. #	Dkt. Code	Description	Document Name	Docket For	Filing Date	Filing Time	Filing Party	Sealed	In Camera
1	CMP	Complaint Sample Notes	Complaint: Company XYZ, Plaintiff v. Ann Person, Defendant	Company XYZ	28-MAY-2019	15:52:45	Person, Bill (A9998)	N	N
2	NEF	Notice of Electronic Filing		Company XYZ	28-MAY-2019	15:52:45		N	N
3	PYD	Payment Due To Court		Bill T. Person	28-MAY-2019	16:45:43		N	N
4	NEF	Notice of Electronic Filing		Bill T. Person	28-MAY-2019	16:45:43		N	N

Documents for 1CCV-19-0000128

	Dkt. #	Category	Dkt. Code	Description	Document Name	Docket For	Date Filed	Sealed	In Camera
	1	Complaint	CMP	Complaint Sample Notes	Complaint: Company XYZ, Plaintiff v. Ann Person, Defendant	Company XYZ	28-MAY-2019	<input type="checkbox"/>	<input type="checkbox"/>
	2	Other Documents	NEF	Other		Company XYZ	28-MAY-2019	<input type="checkbox"/>	<input type="checkbox"/>
	3	Other Documents	PYD	Payment Due To Court		Bill T. Person	28-MAY-2019	<input type="checkbox"/>	<input type="checkbox"/>

[Add](#)

# My Documents

1. Search by Case ID or Case Type
  - a. Only ongoing Cases
  - b. Terminated Cases (less than 90 days)
2. View Documents

Active and Inactive Cases ▼▲

My Cases 
  My Documents 
  All Firm Cases 
  All Firm Documents

Search Criteria: Case Type: CV, Filing Date (Start): 27-MAY-2019, Filing Date (End): 29-MAY-2019  Search Again

*Search Criteria:*  
Please enter as much information as possible.

Case ID

Filing Date (Start)

Filing Date (End)

Case Type  ▼

Docket Code  ▼

	Case ID	Dkt. #	Dkt. Code	Description	Document Name	Docket For	Filing Date	Filing Time	Sealed	In Camera
	1CCV-19-0000128	5	CAMD	Complaint Amended	Amendment to the Complaint filed on 28-May-2019	Company XYZ	29-MAY-2019	07:03:59	N	N
	1CCV-19-0000128	6	NEF	Notice of Electronic Filing		Company XYZ	29-MAY-2019	07:03:59	N	N
	1CCV-19-0000128	7	PYD	Payment Due to Court		Bill T Person	29-MAY-2019	07:04:02	N	N
	1CCV-19-0000128	8	NEF	Notice of Electronic Filing		Bill T Person	29-MAY-2019	07:04:02	N	N
	1CCV-19-0000128	1	CMP	Complaint	Complaint: Company XYZ, Plaintiff v. Ann Person, Defendant	Company XYZ	28-MAY-2019	15:52:45	N	N

# All Firm Cases

- Shows all cases represented by the Law Firm's attorneys
- Search by Case ID or Case Type
  - Only Active Cases
  - Terminated Cases (less than 90 days)
- Select Case
- View Case information
  - Case Summary
  - Parties
  - Events

Active and Inactive Cases

My Cases  My Documents  All Firm Cases  All Firm Documents

Search Criteria: Case Type: CV, Filing Date (Start): 01-MAY-2019, Filing Date (End): 28-MAY-2019 [Search Again](#)

Search Criteria:

Case ID:

Filing Date (Start):

Filing Date (End):

Case Type:

Case Status:

Please select a case.

Case ID	Court	Location	Type	Status	Description	Initiation Date
1CCV-19-0000128	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Company XYZ v. Ann Person	28-MAY-2019
5CCV-19-0000013	FIFTH CIRCUIT	LIHU'E DIVISION	CV	ACTIVE	Harry Person, et al. v. Joe Person	12-MAY-2019
1CCV-19-0000104	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Harry Person, et al. v. Company LML	12-MAY-2019
1CCV-19-0000084	FIRST CIRCUIT	PUNCHBOWL	CV	ACTIVE	Company ABC v. Harry Person	06-MAY-2019

4 cases found, displaying 4 case(s), from 1 to 4. Page 1 / 1



# All Firm Documents

- Shows all documents filed on the cases represented by the Law Firm's attorneys
- Search by Case ID or Case Type
  - Only ongoing Cases
  - Terminated Cases (less than 90 days)
- View Documents

Active and Inactive Cases

My Cases  My Documents  All Firm Cases  All Firm Documents

Search Criteria: Case Type: CV, Filing Date (Start): 21-MAY-2019, Filing Date (End): 28-MAY-2019 [Search Again](#)

Search Criteria:  
Please enter as much information as possible.

Case ID

Filing Date (Start)

Filing Date (End)

Case Type

Docket Code

	Case ID	Dkt. #	Dkt. Code	Description	Document Name	Docket For	Filing Date	Filing Time	Sealed	In Camera
	1CCV-19-0000128	1	CMP	Complaint	Complaint: Company XYZ, Plaintiff v. Ann Person, Defendant	Company XYZ	28-MAY-2019	15:52:45	N	N
	1CCV-19-0000128	2	NEF	Notice of Electronic Filing		Company XYZ	28-MAY-2019	15:52:45	N	N
	1CCV-19-0000128	3	PYD	Payment Due to Court		Bill T Person	28-MAY-2019	16:45:43	N	N
	1CCV-19-0000128	4	NEF	Notice of Electronic Filing		Bill T Person	28-MAY-2019	16:45:43	N	N

## Document Subscription

- Purchase Subscriptions
- Existing Subscription Information
- View Documents



# Judiciary Electronic Filing and Service System (JEFS)

JUDICIARY INFORMATION MANAGEMENT SYSTEM

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## Submit Case Filing

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## My Case View

Manage Cases  
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## User Administration

Manage My Profile

## Document Subscriptions


Existing Subscription Information  
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View Documents




# Purchase Subscriptions

1. Select Subscription Length
2. Verify subscriber details
3. Purchase

## Document Subscriptions

Existing Subscription Information  
Purchase Subscriptions   
View Documents



**Purchase Subscriptions**  
JUDICIARY INFORMATION MANAGEMENT SYSTEM

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**Subscription Information**

Choose Subscription Length. Subscription will end at midnight HST on the last day of your term.

Subscription Length:   Subscription Cost:

Name:   
E-Mail:   
Phone:

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Subscription Length:

090 Day - \$125.00
180 Day - \$250.00
270 Day - \$375.00
365 Day - \$500.00

# Existing Subscription Information

1. User Information
2. Subscription Information
  - a. Current Subscription information
3. Subscription History
  - a. Latest subscription
  - b. Previous Subscriptions


## Document Subscriptions

Existing Subscription Information 

Purchase Subscriptions

View Documents



 **Subscription Information**  
JUDICIARY INFORMATION MANAGEMENT SYSTEM

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**User Information**

Name:  E-Mail Address:   
Address:  Phone:

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**Subscription Information**

Subscription Length:  Days Cost of Subscription:   
Start Date:  User ID:   
End Date:

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**Subscription History**

Type	Start Date	End Date	Cost
365DAY	23-MAY-2019	22-MAY-2020	\$500.00

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

# View Documents

1. Party Search
  - a. Person Search
  - b. Company Name Search
  - c. Party ID search
2. Case Search
  - a. Case Search
  - b. Filing Date Search

**Document Subscriptions**

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**eCourt Kōkua**  
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Home Party Search Vehicle Search Case Search

Home

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I have read and agree to the terms of the above disclaimer and wish to proceed to eCourt Kōkua.

Accept Decline

Case Search • Filing Date Search

**Case Search**

Search Criteria  
*Please enter as much information as possible (\*denotes required field).*

Case ID or Citation Number:  Application Number:

Arrest Number:  TCT Number:

QTN:  Beginning Case Filing Date:

SJD:  Ending Case Filing Date:

Search Reset

Search results for criteria: Case ID or Citation Number: 1CCV-19-0000128

Case ID	Court	Location	Case Type	Case Title	Filing Date	Status
<a href="#">1CCV-19-0000128</a>	1C	HP	CV	Company XYZ v. Ann Person	28-MAY-2019	ACTIVE

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

## User Administration

- Manage My Profile
- Organization Administration



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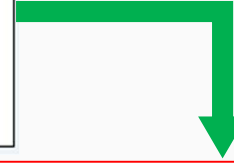



# Manage My Profile

1. Update General Information
  - a. First Name
  - b. Middle Name
  - c. Last Name
  - d. Business / Org
2. Update Contact information
  - a. Phone Numbers
  - b. Email address
  - c. Mailing Address

## User Administration

Manage My Profile   
Organization Administration



 **eFiling - User Profile Self Service**  
JUDICIARY INFORMATION MANAGEMENT SYSTEM

**General Information**

First Name \* Test      Role \* Firm Staff  
Middle Name CG  
Last Name \* Webuser      Business / Org Test Law Firm     

**Contact Information**

Home         Primary Email \* TestWebuser@gmail.com  
Business / Org         Secondary Email cg.jims@gmail.com  
Cellular         Mailing Address \* 1111 Alakea St  
City \* 96813      State \* HI      ZIP \* 96813     

[Return to Manage Profile \[c\]](#)

**Search Criteria**

Business / Org Code       Business / Org Name

Partial Search  Phonetic Search

# Organization Administration

1. Update Organization Information
  - a. Organization Name
  - b. Contact Information
2. Manage Organization Users
  - a. Accept
  - b. Reject
  - c. Remove

## User Administration

Manage My Profile  
Organization Administration



eFiling - Organization Administration  
JUDICIARY INFORMATION MANAGEMENT SYSTEM

### Organization

Organization Name  Address Line 1   
Organization Telephone    Address Line 2   
City  State  ZIP

Update

### Organization Users

Name	Address	City	State	Zip Code	Status
Org Admin, Test <a href="mailto:OrgAdmin@law.com">OrgAdmin@law.com</a>	1XXX Alakea St	Honolulu	HI	96813	Active
Webuser, Test <a href="mailto:TestWebuser@law.com">TestWebuser@law.com</a>	1XXX Alakea St	Honolulu	HI	96813	Active
Person, Bill <a href="mailto:Bill.Attorney@law.com">Bill.Attorney@law.com</a>	1XXX Alakea St	Honolulu	HI	96813	Active

Accept

Reject

Remove

Q & A

Mahalo!