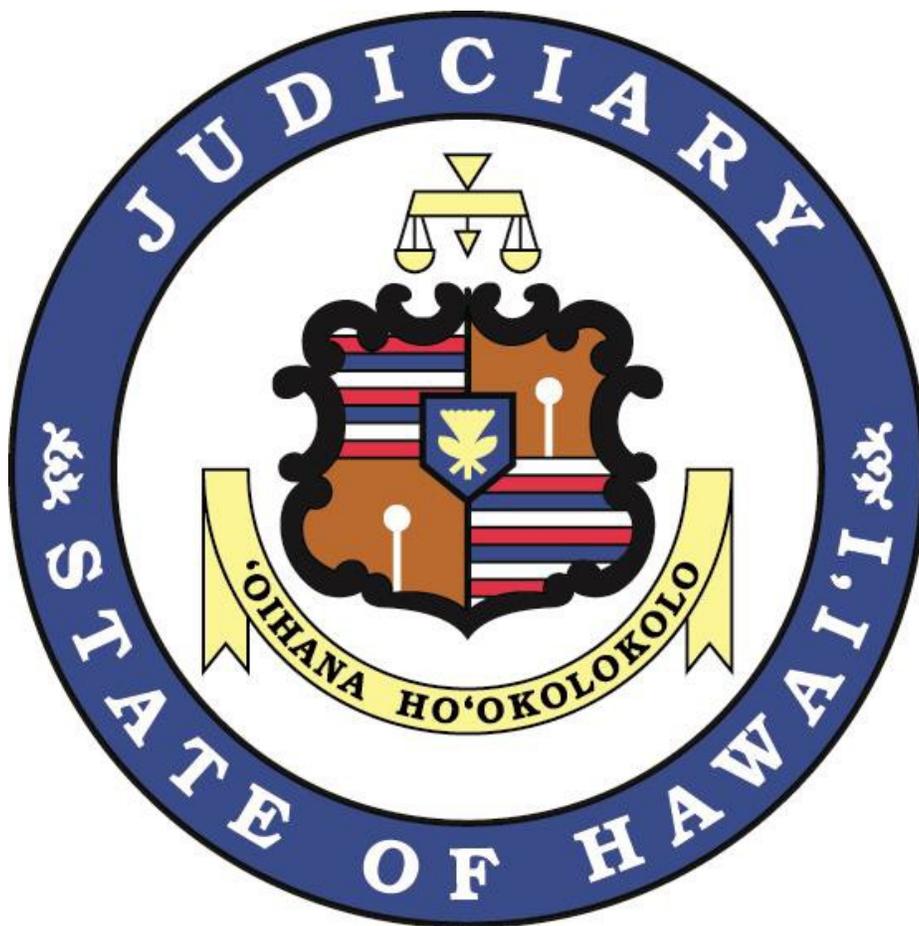


Judiciary Electronic Filing System (JEFS) User Guide for Family Court Civil Cases in the Third Circuit



Updated as of 04/07/2022

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Glossary of Terms

efile	Electronically file documents through JEFS.
FAQ	Frequently asked questions.
HEFSR	Hawai'i Electronic Filing and Service Rules.
HFCR	Hawai'i Family Court Rules
Ho'ohiki	To be replaced by JIMS, Ho'ohiki is the Judiciary's database of limited civil case information from court records filed in the circuit, family, and district courts available to the public via the internet.
JEFS	Judiciary Electronic Filing System.
JEFS User	An individual with a valid JEFS login and password.
JIMS	Judiciary Information Management System -- the case management system developed by the Hawai'i Judiciary to record information and documents related to all cases filed in the courts in the State of Hawai'i.
NEF	Notice of Electronic Filing that is generated automatically when a document is filed electronically through JEFS or JIMS.
NOC	Notice of Correction.
NOCD	Notice of Court Date.
PDF	Adobe Portable Document Format.

"/s/" An electronic signature for efiled documents by JEFS Users (e.g., "/s/ Jane Lawyer").

Introduction

This guide contains general information and technical guidelines for electronic filing in the Judiciary's Electronic Filing System (JEFS) for Family Court civil cases filed in the Third Circuit.

The guide was developed to provide JEFS Users with a source for practical information to ease the transition to JEFS. It is provided for the convenience of JEFS Users and should not be relied upon as a source of legal authority. Court filings are subject to court rules and this guide is not a substitute for the applicable court rules in any Family Civil case.

If you are a self-represented JEFS User, this guide may help you navigate JEFS. The guide is not legal advice. You should, whenever possible, conduct your own research or seek the advice of an attorney if you are involved in any court case.

The Judiciary has more detailed information and materials available on its website to assist JEFS Users, including FAQs, a JEFS User Manual, and training videos. These materials can be located on the Judiciary's Family Court Civil JEFS Info Page at <https://www.courts.state.hi.us/family-court-civil-jefs-info-page> We urge you to review these materials to ease the transition to electronic filing for Family Court civil cases.

The guide will be updated periodically. JEFS Users are encouraged to check the Judiciary's website for the most current version.

Getting Started and Registration

The Judiciary will launch electronic filing statewide for civil cases in the family courts on **April 25, 2022**.

Attorneys will be required to electronically file all documents relating to Family Court civil cases through JEFS.

To electronically file documents, attorneys must register online through the Judiciary's website. If you already have a JEFS User login and password for appellate or criminal cases, you may use your existing JEFS login/password to efile documents in civil cases and you do not need to re-register.

If you are not already a JEFS User, register online as follows:

1. Click "Efiling" from the Judiciary home page (<https://www.courts.state.hi.us>).
2. Click "Judiciary Electronic Filing and Service System (JEFS) Login Page."
3. You will be directed to the JEFS login page where you must click "Register for Access."
4. You then must submit the requested information to obtain your login and password.

There is no registration fee for JEFS.

Law firms may designate a JEFS Organization Administrator who will be able to: (1) approve and manage the attorney JEFS Users associated with the firm; (2) access all the documents for cases in which a member of the firm is a party; and (3) file documents on behalf of an attorney. To arrange for a JEFS Organization role, the

firm should send their request to: helpdesk.requests@courts.hawaii.gov.

Mandatory Attorney efilng Requirement

Attorneys will be required to efile all documents through JEFS effective April 25, 2022. Attorneys are strongly encouraged to register for JEFS and become familiar with the system well before the launch date.

Technical Requirements

The Third Circuit makes the following technology equipment recommendations for JEFS. If you or your information technology staff need more assistance, please send an email to helpdesk.requests@courts.hawaii.gov.

1. A personal computer that can support the following software and peripherals (Required).
2. Operating System: Windows 7 or higher or Mac OS X or higher (Required).
3. An Internet connection and Web Browser (Required): Chrome 44, Firefox 43, IE11 or Safari 9 (Recommended).
4. An Email address per JEFS User (Required).
5. Monitor (Required) or two monitors (Recommended). A word processor (Required)/Microsoft Word (Recommended).
6. Adobe Acrobat Reader (Required) for reviewing court documents and Adobe Acrobat Standard or Pro DC for editing/converting documents (Recommended).
7. Scanner or Multi-Purpose Scanner/Copier/Printer

(Recommended) which may be necessary to image and convert paper documents to electronic PDF format.

Ho'ohiki Data Freeze

Approximately one week prior to the launch of JEFS/JIMS, data entry into the Judiciary's existing case management system will be suspended and there will be a blackout period to prepare for the transition and migration of data to JIMS. Consequently, the data that will be viewable online in Ho'ohiki will represent a last snapshot of case information prior to the blackout period.

During the blackout period one week prior to launch, court documents may still be conventionally filed at the courthouse and hearing dates for motions can still be obtained in the usual manner. Please note that documents filed during the blackout period, newly scheduled court dates, minutes from hearings, etc., will not be viewable in Ho'ohiki.

After the launch of JIMS:

- Court documents that have been conventionally filed at the courthouse during the blackout period will be docketed by court staff into JIMS.
- Information relating to court events, such as minutes from court hearings during the blackout period, will be manually entered into JIMS by the court staff.
- It may take court staff some time to complete this work from the blackout period. Therefore, your patience is greatly appreciated.

Once JIMS launches, information about Family Court civil cases filed in the Family Courts will no longer be viewable online in Ho'ohiki.

eCourt Kokua

Effective April 25, 2022, Ho'ohiki will be deactivated. All non-confidential Family Court Civil and Criminal information will available in eCourt Kokua.

Please note that not all public documents will be available online through JEFS or the JIMS public interface, called eCourt Kokua.

See Appendix B and C for information for the charts with the case ID formats.

Also note, all Family Court civil documents that were conventionally filed prior to the launch of JIMS Family Court Civil cannot be downloaded online because they will be retained in paper format at the courthouse and will not be scanned into JIMS.

JEFS Availability

JEFS is available every day, including holidays and weekends. The system is shut down for maintenance Monday through Saturday between midnight and 4 a.m. (HST). System maintenance is longer on Sundays, from 12:00 a.m. – noon.

Efiling may slow down prior to system maintenance at 12:00 a.m. This may relate to eFiling volume, network, and other technical variables outside of JEFS and could cause the eFiling submission to fail. To avoid this problem, JEFS Users should provide sufficient time to address technical issues prior to filing deadlines.

If JEFs is unavailable due to technical problems, JEFs Users should submit a paper document to the appropriate court clerk for lodging. If JEFs is unavailable due to natural or unforeseen circumstances that causes closure of the courts, filing deadlines may be extended by order of the Supreme Court as has happened in the past. JEFs Users should check the Judiciary website for special orders extending deadlines in the event of unanticipated court closures.

JEFs Users will be automatically logged out of the system after 60 minutes of inactivity.

Form of Documents

The first page of each efiled document must have at least a 3-inch top margin or a 3-inch-by-3-inch space in the top right corner to accommodate the electronic JIMS filing stamp. The bottom margin must be at least an 1.5 inches for the JIMS certification stamp.

If the first page of your document does not comply with the above, a cover sheet is required. (See sample: Appendix D)

If you have any questions about the form of efiled documents, please contact the Legal Documents Branch at (808) 961-7500 for Hilo or (808) 443-2112 for Kona before you efile any document, or email CFC.3CC@courts.hawaii.gov.

Case Confidentiality During Case Creation

To help prevent the inappropriate disclosure of confidential information while ensuring public access to non-confidential court records, the following guidelines are provided for case creation in JEFs. However, please note that complying with confidentiality requirements set forth by law is the responsibility of each individual JEFs user.

The following case types are confidential in JEFs by default:

- Adult Abuse
- Adoption
- Assisted Community Treatment
- Emergency Examination – Adult
- Emergency Examination - Minor
- Guardianship (of the Minor)
- Guardianship Registration
- Involuntary Hospitalization – Adult
- Involuntary Hospitalization – Adult Mental Health
- Involuntary Hospitalization – Minor
- Involuntary Outpatient Treatment – Minor Mental Health
- Involuntary Outpatient Treatment –Adult Substance Abuse
- Juvenile Expungement
- Termination of Parental Rights (TM)
- Miscellaneous (FM)

This means that when you create a new case for the case types listed immediately above, the JEFs system will automatically default your case to confidential status.

Please note that Guardianships of Incapacitated Adults are not confidential. Although the case will be automatically be marked confidential; court staff will update the status after it is filed.

HCRR Rule 9

Prior to electronically filing any document, the document e-filer (e.g. attorney, court clerk, etc.) should review all documents for personal private information (PPI). If PPI appears in the document, then the document should be adjusted to comply with Rule 9.

Filing parties who need to eFile a document with personal information in compliance with Rule 9 would need to:

- a. Complete Rule 9 Form 1 (SCP349): Fly Sheet for Document(s) Containing Confidential Information. This document shall be eFiled in JEFS as a lead document without being sealed/in camera. The proper JEFS/JIMS document type code to use when eFiling this document is "9INF".
- b. Complete Rule 9 Form 2 (SCP350) Confidential Information Form. This document shall be eFiled in JEFS as a sealed, supporting document. The proper JEFS/JIMS document type code to use when eFiling this confidential document is "9INFC". The "sealed" check box in JEFS also must be selected.
- c. The filing party shall redact all the personal information as defined in HCRR Rule 2.19 from the document. This redacted document shall be eFiled in JEFS and made available to the public.
- d. The filing party shall provide to the court an unredacted version of the content document upon request.

HFCR Rule 7.2

The recently approved HFCR 7.2 categorically seals the following types of documents upon filing, even if the case type involved is open to the public:

- Divorce Action Information/Matrimonial Action Information (MAI)/Civil Union Divorce Action Information (CUDA)
- Notice/Order to Withhold Income (ONW)
- Petition for Paternity (PFP)
- Hawai'i Paternity Action Information
- Confidential Information Sheet/Form A (HPAI)
- Attachment for Information on Additional Children (ATTCH)
- Birth certificate (BC)
- Marriage certificate (DOC)
- Death certificate (CD)
- DNA testing results (MEDRE)
- Court ordered professional evaluation (MEDRE)
- Custody Investigation and/or Evaluation Reports (CER)
- Guardian Ad Litem reports (GALR)
- Kokua Kanawai reports (RKK)

Sealed vs. In-Camera Documents

When e-filing a document, an attorney has the option to file a document as "Sealed" or "In Camera"

If the attorney selects "Seal" then the document will only be available to all the parties on the case.

If the attorney selects “In Camera” then only the Judge and their designated employees will be able to view the document. The Court can order that only certain parties are able to view the document in JEFs.

Both sealed and in-camera documents are not available for viewing or purchase by the public through eCourt Kōkua.

Filing Fees

Attorneys may pay filing fees by credit card at the time of e-filing by using the Hawai‘i Information Consortium (HIC) secure online credit card system. There is no additional fee for online payment by the Judiciary, however, there is a 2.6% processing fee assessed by HIC.

Attorneys may also opt to “Pay Later” at the Hilo or Kona courthouses or by mail. Payment must be made in cash (in person only), check, cashier’s check or money order within 10 days of e-filing. Checks should be made payable to “Clerk of the Court.”

Under/over payments will be reviewed by court staff in the Legal Documents Branch. If you have any questions about your fee assessment or under/over payments, please contact the Legal Documents Branch directly.

Non-payment of Filing Fees

If a court filing fee is not paid within 10 days of e-filing, your case may be dismissed, or, your document stricken.

PDF – Formatting, Bookmarks and the 10 MB limit

JEFS accepts document files in PDF format only. PDF documents may be created in several ways:

- In some versions of Microsoft Word, you may “save as” and select “PDF.” In other versions of Word, you may select “Adobe PDF” on the toolbar and then select “Convert to PDF.”
- In recent versions of WordPerfect, you may select “publish to PDF” from the File menu.
- Most copy machines now include software that allows you to scan the document to create a PDF document. Please refer to the manufacturer instructions.

JEFS will not accept PDF documents greater than 10MB. A message will pop up if the document exceeds the page limit and JEFS will not accept your document for filing.

Content and formatting of the document may impact the overall file size in PDF format. For example,

- Documents signed with a “/s/” will be smaller in size than with an original or inked signature.
- Documents comprised of text only will be much smaller in file size than a document that contains graphics or color images.
- Resolution of scanned documents should be set no less than 200 dpi (dots per inch) and no greater than 300 dpi. Lower resolution scans will not print with sufficient quality and higher resolution scans will considerably increase file size.

Before efilng, JEFS Users should view the file size and divide the document into separate PDF documents as needed. If the JEFS User has Adobe Acrobat Professional, PDF files can also be “optimized” to reduce file size.

Documents should be scanned using optical character recognition (OCR) when possible. In addition to a numbered index, documents efiled with multiple sections should have assigned PDF bookmarks.

Documents Filed in Error

An attorney who efiles a document in the wrong case, efiles an incorrect version of a document, adds the wrong party to the case, or files a document in error, should immediately call the Legal Documents Branch for a new case, or the appropriate Family Court division for an already existing case. Be prepared to provide the Case ID, the docket number, the description of the erroneous efilng, and the efilng date and time.

In some instances, the clerk is not allowed to change the entry without a court order. In such cases, the filing party will need to efile a motion to correct the record. The clerk’s corrective action, if allowed, will generate a Notice of Correction (NOC) that will be emailed to JEFS Users and sent by U.S. mail for non-JEFS Users.

Importance of Docket Category and Description When Efilng Documents

When efilng a document, it is of critical importance that the filing party take great care to input the proper docket category and Description that corresponds to the document being filed. Therefore, each efiler must take the time to study and familiarize themselves with the many document description types that are available (See Appendix A). Using a generic document description type (e.g., Motion for...) instead of a specific document description type that was created for the specific document being filed (e.g., Motion to Extend Protective Order) could result in the document being suspended in limbo without being directed to the correct presiding judge.

Notice of Electronic Filing (NEF)

After a document is efiled, JIMS automatically sends a Notice of Electronic Filing (NEF) by email to parties on the case who are registered JEFS Users. The NEF will include the Case ID, Case Title, filing date and time, filing parties, document name, and a listing of the parties electronically served and not electronically served. The NEF is sent as follows:

- When attorneys and firm staff initiate a new case in JEFS, the initiator will
- receive the NEF. Case initiators must remember to add themselves as a party
- to the case to continue to receive all future NEF’s after case initiation.
- When a JEFS User efiles a document in

an existing case.

- When court staff efiles a document and/or makes a docket entry in a case.
- A Notice of Court Date (NOCD) will be sent when a court event is scheduled by court staff.

Please note that a separate NEF will not be sent when a party is added to the case.

Document Service by Process Server

Process Servers hired by JEFs users must return service documents to the JEFs user for e-filing. Process Servers employed by JEFs users should not drop off their service documents to the Legal Documents Branch.

Signatures

JEFs Users shall sign documents by typing his or her name in the space usually reserved for a handwritten signature preceded by “/s/” (e.g., “/s/ Jane Lawyer”).

Obtaining Hearing Dates

In many Family Court Civil case types, once a case is initiated, an initial hearing will be set as a result of the regular case flow. This occurs in the following case types: adoption; adult abuse; assisted community treatment, child support, gun violence, involuntary hospitalization, name change, paternity, termination of parental rights, and TROs.

If a hearing is not automatically scheduled at the time of initiation of the case, hearing dates may be obtained by:

HILO: Calling the Family Court at (808) 961-7500 or by emailing their request to

hilofc01.3cc@courts.hawaii.gov for hearings before Judge Darien Nagata; or hilofc02.3cc@courts.hawaii.gov for hearing dates before Judge Jeffrey Ng.

KONA: Calling the Kona Family court at (808) 443-2112 or by emailing their request to KonaFC.3CC@courts.hawaii.gov.

In the alternative, JEFs users may e-file their motion; then separately file a Proposed Notice of Hearing. After the hearing date is scheduled, the court will efile the Notice of Hearing.

Ex Parte Motions

Attorneys should efile Ex Parte Motions together with the proposed order as one document entitled “Ex Parte Motion for _____”.

The procedure is as follows:

- 1) Filing party shall efile the Ex Parte motion together with the proposed order as one document. The document shall be titled “Ex Parte Motion for [fill-in]”.
- 2) The ex parte motion will be reviewed by the assigned judge and a separate order will be efiled by court staff granting or denying the ex parte motion. The Proposed Order for the judge’s signature, shall include the attorney caption.
- 3) Denied orders will be notated “Denied” and efiled by the division/court staff.
- 4) Orders granting will be efiled by the division/court staff.

Certified Copies of Court Documents

Certified copies of court documents filed in JEFS can be purchased from eCourt Kokua, the website through which the public may access court information online. An electronic certification will appear in red on the bottom on the first page of the document.

Alternatively, certified copies of court documents may be purchased at the courthouse. Conventionally certified copies will contain the traditional embossed seal.

If you have purchased a certified copy through eCourt Kokua and require the traditional raised embossed seal for your document, you may bring your document to the Legal Documents Branch and it will be embossed at no charge.

Proposed Orders, Decrees and Judgments

Proposed orders, decrees and judgments should be filed with a cover sheet as the first page (e.g., Proposed Order Denying Motion to Dismiss) as required by HEFSR 9.1.

Please do not file proposed orders, etc. unless you have first attempted to secure or have secured approval as to form from all other parties as required by RCCH 23(a).

If a proposed order, decree, or judgment is not approved as to form within the time specified in RCCH 23(b) or is disputed, then you may file a Notice of Submission with the proposed order, etc. as set forth in RCCH 23(b). Objections to the form of a proposed order should be filed within the time specified in RCCH 23(b) along with the

objecting party's counter-proposed order, decree, or judgment.

For disputed orders, the party shall efile a Notice of Submission with the proposed order attached. The attorneys shall use the appropriate docket codes to efile proposed documents in JEFS using the "Document" category & appropriate "Document Description"

The court will review and sign proposed orders, decrees and judgments which will be filed by court staff. Prevailing parties are required to conventionally serve the self-represented parties and non-JEFS Users, along with the Notice of Entry.

Subpoenas and Summons

Upon request, registered attorney JEFS Users may obtain signed and sealed electronic PDF subpoena and summons forms from the Legal Documents Branch at Hilo or Kona or from the family divisions. The PDF subpoena and summons forms will not be accessible on the Judiciary's internet website.

Per HRCF 45(a), Legal Documents Branch staff can also provide a hard copy, blank, signed, and sealed subpoena forms to attorneys and self-represented parties who appear in person at the courthouse and request them from Legal Documents.

Self-represented parties must fill out subpoena and summons forms and present them to the Legal Documents Branch at the filing counter for a file stamp and seal.

Once a subpoena and summons is served, the return of service is either: (1) scanned and efiled by the JEFS User or (2) conventionally

filed by the self-represented party at the Legal Documents Branch where it will be scanned and efiled into JIMS by the clerk.

Parties will be required to file the first page of the subpoena/summons form at issuance and the second page after service.

Kids First Online Program

There are no In-Person classes. Third Circuit is sponsoring a mandatory online KIDS FIRST program. Upon completion of the classes, you must submit a *Verification of Online Program Completion* form. You may log on at:

<https://kidsfirsthawaii.com/contact/neighbor-islands/hawaii-island> or visit the computer kiosks in Hilo or Kona Judiciary Law Library.

Court Forms

Third Circuit forms are available on the Judiciary internet website and are in the process of being modified for JEFS/JIMS use and can be accessed on the court forms webpage at

https://www.courts.state.hi.us/self-help/courts/forms/hawaii/family_court_forms

In the event that the form has not been updated prior to the launch of JIMS Family Civil on April 25, a “Cover Sheet” will be available for use by JEFS users. (See Appendix D attached.)

Enhancements

The Judiciary welcomes suggestions on how JEFS can be improved. Between April 25 and May 31, 2022 attorneys can call the Statewide JIMS Family Civil help desk at (808) 534-6644 or email their suggestions to helpdesk.requests@courts.hawaii.gov. Suggestions after May 31, 2022 may be made to the Legal Documents Branch at (808) 961-7500 for Hilo and (808) 443-2112 for Kona.

Contact Information/Support

General questions regarding JIMS Civil can be directed to the Circuit Court Legal Documents Branch (808) 961-7500 or (808) 961-7400 for Hilo and (808) 443-2112 for Kona.

For support between April 25 and May 20 2022, attorneys can call the Third Circuit JIMS Family Civil help desk at (808) 961-3062 for Hilo and (808) 443-2123 for Kona.

Family Court – (Hawai‘i – Third Circuit)

	Phone number
Hilo	Family Court (808) 961-7500
Adoption Records	(808) 961-7670
Documents and Forms	(808) 961-7500
Domestic Abuse, TROs	(808) 969-7798
Juvenile Intake and Probation	(808) 961-7670
Court-Appointed Special Advocates (CASA)	(808) 961-7672
Kona	Family Court (808) 443-2112
Adoption Records	(808) 961-7670
Documents and Forms	(808) 443-2112
Domestic Abuse, TROs	(808) 443-2112
Juvenile Intake and Probation	(808) 443-2190
Court-Appointed Special Advocates (CASA)	(808) 443-2105
Waimea	
Adoption Records	(808) 961-7670
Documents and Forms	(808) 443-2112
Domestic Abuse, TROs	(808) 443-2112
Juvenile Intake and Probation	(808) 443-2000

APPENDIX A: Prescribed Document Category/Types for Family Civil Cases in the Third Circuit

This is a list of the document categories/types prescribed for attorneys to use in Third Circuit Family Civil Cases:

JEFS Category Description	Docket Description (30 chars)
Application	Appl Re Confid Fam Crt Recds
Application	Application
Application	Application-Minor
Application	Ex Parte App-Depo Writ Interog
Application	Filing Fee Waiver Request
Brief	Answering Brief
Brief	Opening Brief
Brief	Reply Brief
Brief	Supplemental Opening Brief
Complaint	Civil Union Divorce Info
Complaint	Complaint
Complaint	Complaint Amended
Complaint	Complaint And Summons
Complaint	Cross Claim
Complaint	Exempl Foreign Judgment
Complaint	Matrimonial Action Info
Complaint	Not Of Appeal To Family Court
Complaint	Notice Kids First
Complaint	Reg Of Foreign Child Cust Ord
Complaint	Registration Of Support Order
Complaint	Uniform Support Petition
Confidential Documents	Confidential Letter - Hccr9
Confidential Documents	Info Confidential Doc - Hccr9
Confidential Documents	Info Confidential Ntc - Hccr9
Counsel	Affid/Dec Re: Atty Fees, Cost
Counsel	Mtn For Withdrawal Of Appeal
Counsel	Mtn/Req For Atty'S Fees/Costs
Counsel	Withdrawal & Substi Of Counsel
Document	Certificate Of Live Birth
Document	Deposition
Document	Document
Document	Exhibit List
Document	List Of Exhibits
Document	List Of Witnesses

JEFS Category Description	Docket Description (30 chars)
Document	Prop Find Facts, Cncl Of Law
Document	Proposed
Document	Proposed Document
Document	Req For Audio-Video Recording
Document	Req Wdwl Of Exhs & Receipt
Document	Request For Transcript
Document	Response To Order To Show Cau
Document	Witness List
Event Status	Entry Of Default
Judgment	Judgment & Not Entry Of Judg
Judgment	Proposed Judgment
Judgment	Stipulated Judgment
Media	Application For Extd Coverage
Memorandum	Memorandum
Memorandum	Memorandum In Opposition
Memorandum	Memorandum In Support Of
Memorandum	Memorandum Of Pretrial
Miscellaneous	Appearance Of Counsel
Miscellaneous	Change Of Address
Miscellaneous	Letter
Miscellaneous	Property Division Chart
Miscellaneous	Transcript Of Proceedings
Motion	Ex Parte - Svc By Publication
Motion	Ex Parte Motion
Motion	Ex Parte-Issue Garnishee Sumns
Motion	Ex Parte-Serv By Cert Mail
Motion	Expn Mot/Dec Svc W/O State;Ord
Motion	Expn-Advance/Expedite
Motion	Expn-Waive Fees & Surcharges
Motion	Mot & Dec To Mod Child Support
Motion	Mot Mod Ord Appt Guard Or Term
Motion	Mot Ret Firear Ammu Perm & Lic
Motion	Motion Extend Protective Order
Motion	Motion For _____
Motion	Motion For Reconsideration
Motion	Motion For Serv By Mail; Order
Motion	Motion In Limine
Motion	Motion Post-Decree or Judgment
Motion	Motion Pre-Decree or Judgment
Motion	Motion To Appear Pro Hac Vice

JEFS Category Description	Docket Description (30 chars)
Motion	Motion To Compel Discovery
Motion	Motion To Continue - Deft/Resp
Motion	Motion To Continue - Pltf/Petr
Motion	Motion To Dismiss
Motion	Motion To Dissolve
Motion	Motion To Reinstate
Motion	Motion To Set Aside
Motion	Mtn For Withdrawal/Sub Of Cnsl
Motion	Non-Hearing Motion
Motion	Repetition For Invol Hosp
Motions	Motion To Set
Notice	Amended Notice Of Appeal
Notice	Amended Notice Of Cross-Appeal
Notice	Amended Notice Of Hearing
Notice	Not Appt Guard & Right Req Mod
Notice	Not W/Drawal Of Mtn Filed On
Notice	Notice Of Appeal
Notice	Notice Of Appeal-Agency
Notice	Notice Of Dismissal
Notice	Notice Of Entry Of Judgment
Notice	Notice Of Extension
Notice	Notice Of Filing Report
Notice	Notice Of Hearing
Notice	Notice Of Limited Appearance
Notice	Notice Of Removal
Notice	Notice Of Setting
Notice	Notice Of Taking Deposition
Notice	Notice-Appearence /Counsel
Notice	Notice-Bankruptcy
Notice	Notice-Dismissal W/O Prejudice
Notice	Notice-Dismissal W/Prejudice
Notice	Notice-Entry Judgment/Order
Notice	Notice-Pendency Of Action
Notice	Notice-Resetting
Notice	Notice-Submission
Notice	Waiver-Notice
Order	Adm Ord Terminat Child Support
Order	Prop W/Drawal & Subst Of Couns
Order	Proposed Order _____
Other Documents	Agreemnt & Consnt Limitd Apper

JEFS Category Description	Docket Description (30 chars)
Other Documents	Other
Other Documents	Proposed Divorce Decree
Other Documents	Withdrawal Of Limitd Appear
Petition	Amended Petition
Petition	Emergency Ex Parte Petition
Petition	Ex Parte Petition
Petition	Ex Parte Petition For Tro
Petition	Pet (Ex Pte) Est Foreign Adopt
Petition	Pet Cust Visit Sup Ord Aft Vep
Petition	Pet Disestablish Paternity
Petition	Pet For Adoption (Adult)
Petition	Pet Pat/Cust Visit & Supp Ord
Petition	Pet-Adopt (Child Protect Act)
Petition	Petition For _____
Petition	Petition-Minor
Report	Init Rpt Guardian Incap Per
Reports and Findings	Annual Rpt Of Guardian
Reports and Findings	Bankruptcy Status Rpt
Reports and Findings	Catholic Char Hawaii Stat Rep
Reports and Findings	Custody Evaluators Report
Reports and Findings	Guardian Ad Litem Report
Reports and Findings	Report Of The Fact Finder
Reports and Findings	Report-Kokua Kanawai
Reports and Findings	Rept Fr Volunteer Settle Mstr
Response	Answer
Response	Answer & Disclosure
Response	Answer To Complaint
Response	Appearance & Waiver
Response	Consent
Response	Reply
Response	Response
Response	Response To Petition
Service	Acknowledgment Of Service
Service	Affidavit Of Mailing
Service	Affidavit Of Publication
Service	Appear & Ack Of Service
Service	Appear & Acknowledgment
Service	Certificate Of Mailing
Service	Certificate Of Service
Service	Dec Intent To Serve By Mail

JEFS Category Description	Docket Description (30 chars)
Service	Declaration Re: Attempt Svc
Service	Proof Of Mailing
Service	Proof Of Service
Service	Proof Of Svc - Fr Law Enforc
Service	Return Of Service
Service	Service-Return/Acknowledgement
Service	Statement Of Mailing
Service	Statement Of Service
Statements	Position Statement
Statements	Statement Of _____
Statements	Stmt No Position & Non-Appear
Stipulations	Stip Child Supp Credit
Stipulations	Stip Dis W/Oprej All Cla & Pty
Stipulations	Stip Dism W/Prej All Cla & Pty
Stipulations	Stip To Continue Case
Stipulations	Stipulation To _____
Stipulations	Stipulation To Dismiss
Stipulations	Stipul-Continue He/Order
Subpoena	Subpoena
Subpoena	Subpoena Duces Tecum
Supporting Documents	Acceptance Of Appointment
Supporting Documents	Adopt Hrg Flag Sheet
Supporting Documents	Adopt Hrg Flag Sheet (lcpc)
Supporting Documents	Adopt Hrg Flag Sheet (lcwa)
Supporting Documents	Adoption Info Sheet
Supporting Documents	Affid Re Waiver Med Info Form
Supporting Documents	Affidavit
Supporting Documents	Affidavit Of Plaintiff
Supporting Documents	Agreemnt Contemplation Div
Supporting Documents	Agreemnt Incident To Div
Supporting Documents	Asset & Debt Stmt Both
Supporting Documents	Asset & Debt Stmt Deft
Supporting Documents	Asset & Debt Stmt Pltf
Supporting Documents	Attachment
Supporting Documents	Birth Certificate
Supporting Documents	Certificate Of Death
Supporting Documents	Certified Record On Appeal
Supporting Documents	Child Support Guide Wksht
Supporting Documents	Child'S Medical Certificate
Supporting Documents	Consen Co-Guard & Waiv Of Not

JEFS Category Description	Docket Description (30 chars)
Supporting Documents	Consent Of Child
Supporting Documents	Copy Of Cert Of Physician
Supporting Documents	Declaration
Supporting Documents	Errata Re:
Supporting Documents	General Consent To Adoption
Supporting Documents	Genetic Test Results
Supporting Documents	Hawaii Paternity Action Infor
Supporting Documents	Income Expense Stmt Deft
Supporting Documents	Income Expense Stmt Pltf
Supporting Documents	Income Withholding For Support
Supporting Documents	Joinder
Supporting Documents	Medical Records & Info
Supporting Documents	Not To Dhs Of Pendency Of Acti
Supporting Documents	Objections
Supporting Documents	Ord For Cert And Trans Of Roa
Supporting Documents	Paternity Financ Inform Sheet
Supporting Documents	Proposed Parenting Plan
Supporting Documents	Specific Consent To Adoption
Supporting Documents	Suggestion Of Death
Supporting Documents	Summons
Supporting Documents	Supp Aff Direct Pay Child Supp
Supporting Documents	Supp Cert Record On Appeal
Supporting Documents	Suppl Affidavit Direct Payment
Supporting Documents	Supporting Affidavit
Supporting Documents	Verification Of Death
Supporting Documents	Waiv Of Not & Consnt To Grdshp
Supporting Documents	Waiver Of Notice To DHS

APPENDIX B: How to Access “OLD” cases using the ID Format in eCourt Kookua - Family Civil Cases in the Third Circuit

How to Access Old Cases Using the New ID Format in eCourt Kookua

THIRD CIRCUIT - FAMILY COURT

<u>Case Type</u>	<u>Case Identifier</u> <i>(Filed from 1984-1999 2 digit filing year + case #)</i> <i>(Filed from 2000 2 digit filing year + 1 + case #)</i>		<u>Format Used in eCourt Kookua</u>
Adult Abuse	FC-AA 21-1-111	→	3AA201000111
Adoption	FC-A 19-1-112	→	3AD191000112
Appeal	FC-AP 18-1-113	→	3AP181000113
Civil Union	FC-CU 19-1-114	→	3CU191000114
Divorce	FC-D 20-1-116	→	3DV201000116
Domestic Abuse	FC-DA 21-1-115	→	3DA211000115
Guardianship	FC-G 21-1-118	→	3GD211000118
Guardianship Registration	FC-GR 97-119	→	3GR970000119
Gun Violence	FC-GV 21-1-120	→	3GV211000120
Miscellaneous	FC-M 08-1-117	→	3FM081000117
Parentage Act	FC-PA 21-1-121	→	3PA211000121
Paternity	FC-P 20-1-001	→	3PP201000001
Termination of Parental Rights	TPR 21-1-122	→	3TP211000122
Uniform Child Custody Jurisdiction	UCCJ 02-1-001	→	3UC021000001
Uniform Interstate Family Support	UIFS 97-001	→	3UF970000001
Uniform Child Custody Jurisdiction & Enforcement Act	UJ or UCCJEA 03-1-001	→	3UJ031000001
Uniform Reciprocal Enforcement	URES 96-001	→	3UR960000001

cases filed prior to 1984

e.g. Miscellaneous

FC-M 345

3FM000000345

APPENDIX C: How to Access Cases filed after April 25, 2022 using the ID Format in eCourt Kokua - Family Civil Cases in the Third Circuit

**How to Access Cases Using the New ID Format in eCourt Kokua
THIRD CIRCUIT - FAMILY COURT
(For Cases Filed From 4/25/2022)**

Case Type	New Case Prefix	Full Case Format	Searchable in eCourt Kokua as:
Adult Abuse	*	3FAB-22-0000001	3FAB-22-1
Adoption	*	3FAN-22-0000001	3FAN-22-1
Agency Appeal	*	3FAL-22-0000001	3FAL-22-1
Civil Union		3FCU-22-0000001	3FCU-22-1
Divorce		3FDV-22-0000001	3FDV-22-1
Domestic Abuse		3FDA-22-0000001	3FDA-22-1
Guardianship		3FGD-22-0000001	3FGD-22-1
Guardianship Registration		3FGR-22-0000001	3FGR-22-1
Gun Violence		3FGV-22-0000001	3FGV-22-1
Miscellaneous		3FFM-22-0000001	3FFM-22-1
Parentage Act		3FPA-22-0000001	3FPA-22-1
Termination of Parental Rights	*	3FTM-22-0000001	3FTM-22-1
Uniform Child Custody Jurisdiction		3FFU-22-0000001	3FFU-22-1
Uniform Interstate Family Support		3FUF-22-0000001	3FUF-22-1
Uniform Child Custody Jurisdiction & Enforcement Act		3FUJ-22-0000001	3FUJ-22-1

APPENDIX C: Sample Cover Sheet

This document is prepared by:

Name

Address

City, State, Zip Code

Telephone Number

IN THE FAMILY COURT OF THE THIRD CIRCUIT
STATE OF HAWAII

_____)	CASE NO. _____
_____)	TITLE OF DOCUMENT:
Plaintiff/Petitioner,)	_____
_____)	_____
vs.)	_____
_____)	_____
_____)	_____
Defendant/Respondent.)	_____
_____)	