Electronically Filed
FIRST CIRCUIT
1DSD-20-0000005
29-APR-2020
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SP. No. 1DSD-20-0000005

IN THE DISTRICT COURT OF THE FIRST CIRCUIT

STATE OF HAWAI`I

In the Matter of the DISTRICT COURT OF THE FIRST CIRCUIT'S ADDITIONAL RESPONSE TO THE COVID-19 OUTBREAK	AMENDED EMERGENCY ORDER REGARDING THE DISTRICT COURT OF THE FIRST CIRCUIT'S ADDITIONAL RESPONSE TO THE COVID-19 OUTBREAK; EXHIBIT 1

AMENDED EMERGENCY ORDER REGARDING THE DISTRICT COURT OF THE FIRST CIRCUIT'S ADDITIONAL RESPONSE TO THE COVID-19 OUTBREAK

This matter comes before the Court in light of the public health emergency in the State of Hawai`i. Pursuant to the Chief Justice Mark E. Recktenwald's Order (filed March 16, 2020), Order Directing Courthouse Closures (filed March 20, 2020), Order Regarding Trials (filed April 17, 2020), and Order Regarding Judiciary Operations (filed April 27, 2020) in SCMF No. 20-0000152, *In re the Judiciary's Response to the COVID-19 Outbreak*; and Chief Judge R. Mark Browning's Second Amended Emergency Order #5 Regarding District Court of the First Circuit filed in SP No. 1CSP-20-0000082, *In re the Circuit Court of the First Circuit's Response to the COVID-19 Outbreak,* on April 28, 2020, and with authority as Deputy Chief Judge of the District Court of the First Circuit, State of Hawai`i, the Court hereby orders the following:

1. The closures of the Kāne`ohe District Court, the `Ewa District Court, the Wahiawā District Court, and the Wai`anae District Court to the public shall be extended from April 30, 2020, through May 29, 2020.

2. The closure of the Traffic Violations Bureau and Legal Documents Branch on the second and third floors of the Honolulu District Court to the public shall be extended from April 30, 2020, through May 29, 2020. Services to the public shall continue to be provided at the Information Booth, located on the plaza of the Honolulu District Court, outside the entrance to the courthouse.

3. Petitions for Temporary Restraining Orders shall be filed electronically. Documents in civil cases shall also be filed electronically. Self-represented litigants (*i.e.*, parties without attorneys) may file documents electronically through the Court Document Drop-Off. Information about the Court Document Drop-Off service is available at:

https://www.courts.state.hi.us/legal_references/efiling

A copy of the "Guide for Using Document Drop-off from the Judiciary Website (4/24/20)" is attached as Exhibit 1. In the event a party is unable to file documents electronically, the document may be filed at the Information Booth.

3. The essential court proceedings referenced in SP No. 1CSP-20-0000082, Second Amended Emergency Order #5 Regarding District Court of the First Circuit, shall be heard at the Honolulu District Court.

4. For TRO cases filed between April 30, 2020 and May 29, 2020, no more than five (5) cases shall be set during any court session, without prior approval of the Deputy Chief Judge.

5. For cases involving defendants currently in the custody of the Honolulu Police Department, the Oahu Community Correctional Center, and/or the Hawai`i State Hospital, video conferencing shall be used to the extent possible.

6. While court proceedings remain open to the public, judges and court staff shall encourage persons present in the courtroom to be mindful of the need for social distancing.

IT IS SO ORDERED.

DATED: Honolulu, Hawai`i, April 29, 2020.

Melanie May
Deputy Chief Judge, District Court of the First Circuit Court, State of Hawai`i

Guide for Using Document Drop-off from the Judiciary Website

04/24/20

This guide is intended for members of the public who may need to drop off a document with the Court electronically. You will need a JEFS account and a document in PDF format to use this feature. This feature will be available only to users registered in JEFS as Attorney, Firm Staff, Pro Se and Document Subscriber.

NOTE:

Court Document Drop-off is a new feature developed for the public to send documents to the courts in an effort to combat COVID-19 by submitting PDFs electronically without a personal interaction. This is only a digital drop off and not an official filing for court records. Document Drop-off does NOT replace Judiciary Electronic Filing (JEFS) and JEFS account holders such as attorneys, firm staff, and self-represented litigants are still required to follow Hawai`i Electronic Filing and Service Rules for electronic filing in traffic, criminal and civil (District and Circuit Court only) cases. Not all combinations of court and location will be available for all users; for example, attorneys will have Family Court options for all islands except O`ahu. The documents submitted through Document Drop-off are NOT available online unless the document is updated to cases by the Court (available through eCourt Kokua or Ho`ohiki). It is the submitter's responsibility to provide accurate contact information to court staff for any possible follow up. The Court is not responsible for any delays or non-delivery of your documents due to technical difficulties, user error or any other cause.

- Do not use document drop-off if you need to file a document in JEFS
- Do not use document drop-off if your document is supposed to be emailed per Supreme Court Order
- Do not use document drop-off if your document is for a juvenile matter (non-traffic matters for children held at Family Court)

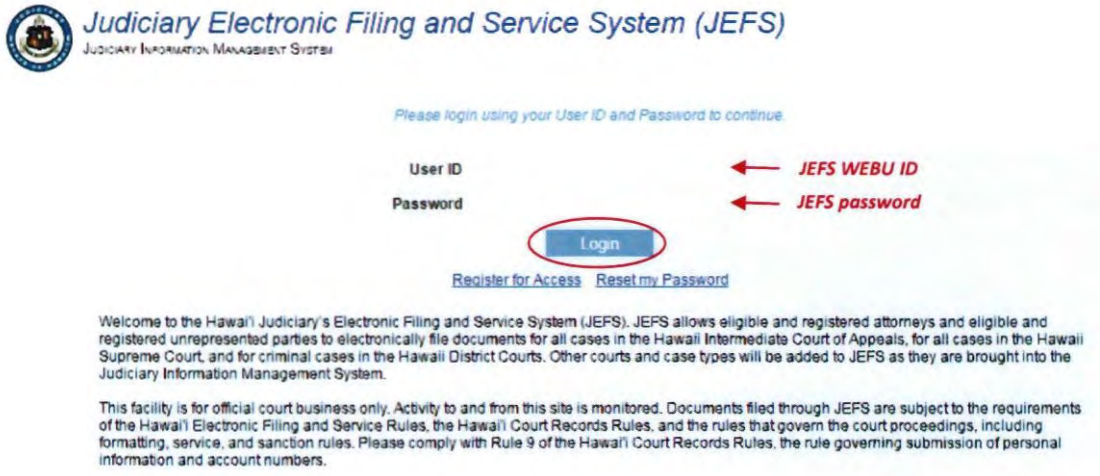
EXHIBIT 1

I. Navigate to the Judiciary website.
   A. In a browser, go to https://www.courts.state.hi.us
   B. Click the Efiling link in the left column of the screen

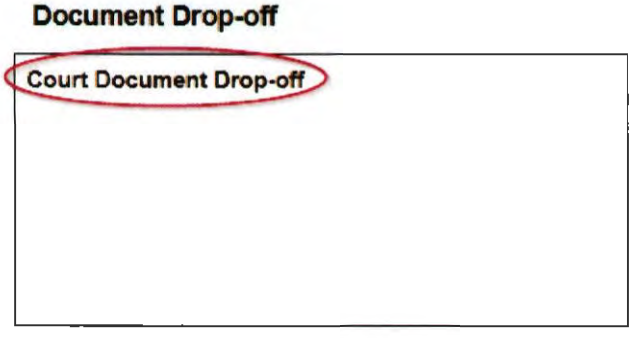
C. Click on Judiciary Electronic Filing and Service System (JEFS) Login Page link.

D. Type your JEFS WEBU ID and password and then click Login.

Note: If you do not have an ID, see instructions on the Judiciary website to register for a free JEFS account using the Register for Access link.

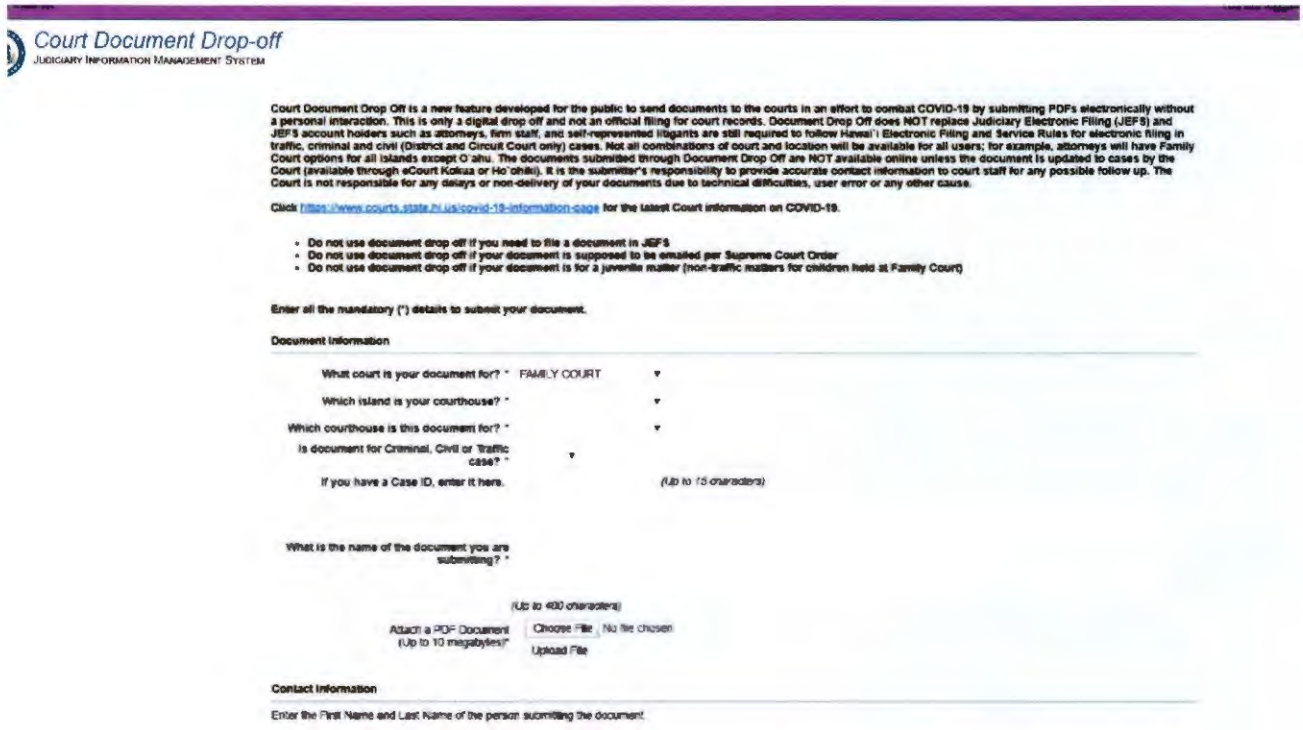


E. Click Court Document Drop-off.



II. Enter details about the PDF that you want to electronically drop off with the Court.

Note: Some information will be entered by selecting a value from a dropdown list and some information can be typed into blank fields, such as **Document Name**.



Court Document Drop-off
JUDICIARY INFORMATION MANAGEMENT SYSTEM

Court Document Drop Off is a new feature developed for the public to send documents to the courts in an effort to combat COVID-19 by submitting PDFs electronically without a personal interaction. This is only a digital drop off and not an official filing for court records. Document Drop Off does NOT replace Judiciary Electronic Filing (JEFS) and JEFS account holders such as attorneys, firm staff, and self-represented litigants are still required to follow Hawai`i Electronic Filing and Service Rules for electronic filing in traffic, criminal and civil (District and Circuit Court only) cases. Not all combinations of court and location will be available for all users; for example, attorneys will have Family Court options for all islands except O`ahu. The documents submitted through Document Drop Off are NOT available online unless the document is updated to cases by the Court (available through eCourt Kokua or Ho`ohiki). It is the submitter's responsibility to provide accurate contact information to court staff for any possible follow up. The Court is not responsible for any delays or non-delivery of your documents due to technical difficulties, user error or any other cause.

Click https://www.courts.state.hi.us/covid-19-information-page for the latest Court information on COVID-19.

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- Do not use document drop off if your document is supposed to be emailed per Supreme Court Order
- Do not use document drop off if your document is for a juvenile matter (non-traffic matters for children held at Family Court)

Enter all the mandatory (*) details to submit your document.

Document Information

What court is your document for? * FAMILY COURT
Which island is your courthouse? *
Which courthouse is this document for? *
Is document for Criminal, Civil or Traffic case? *
If you have a Case ID, enter it here. (Up to 15 characters)

What is the name of the document you are submitting? *

(Up to 400 characters)

Attach a PDF Document (Up to 10 megabytes)* Choose File No file chosen
Upload File

Contact Information

Enter the First Name and Last Name of the person submitting the document.

A. **Document Information**

NOTE: Asterisk (*) denotes a required field

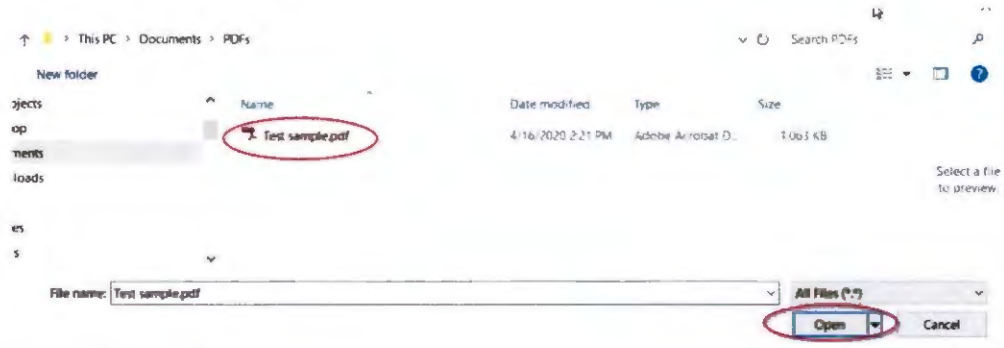
1. Provide information on where your document needs to go by clicking the dropdown lists to:
   a. Pick the Court, such as Family Court, Circuit Court, or District Court.
   b. Pick which Judicial Circuit (County) you belong to based on which island you live on.
   c. Pick the Courthouse that you need, such as Hilo, Kona, or Waimea for Hawai`i Island
   d. Pick which type of Document you are dropping off by selecting if this is for a:
      i. Criminal matter (person was arrested)
      ii. Civil matter (landlord-tenant, contracts, personal injury)
      iii. Traffic matter (parking tickets, traffic tickets, jay-walking)
2. In the free form text field enter the Case ID (up to 15 characters) for your document.
   a. Not all documents will have a Case ID, so this field can be left blank. If you have a Case ID, this will make it easier for Court staff to handle your document.
   b. Examples: 1CC161000123, 1RC161000123, 1PC151005678
3. In the free form text field enter the name of your document (up to 400 characters).
   a. This can be a description of the document if you are not sure what it should be named.
   b. Example: This is the paperwork for Judge Smith for my divorce.

B. **Upload the PDF**

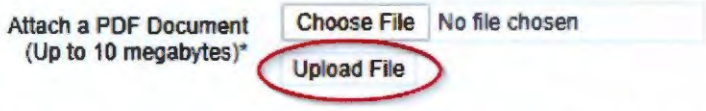
1. The Document MUST be in a PDF format and must be 10 megabytes or less. Save your PDF document on your device such as your computer.
2. Click on Choose File then locate the PDF on your device. Depending on your web browser the button may also display as Browse.

3. Select the PDF from the pop-up window and click Open.

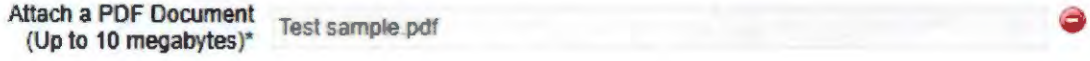
   Example: test.sample.pdf



4. Click on Upload File.



5. The PDF will be displayed in the Document field. If this is the wrong PDF, click on the Red Minus ⊖ button and try again.

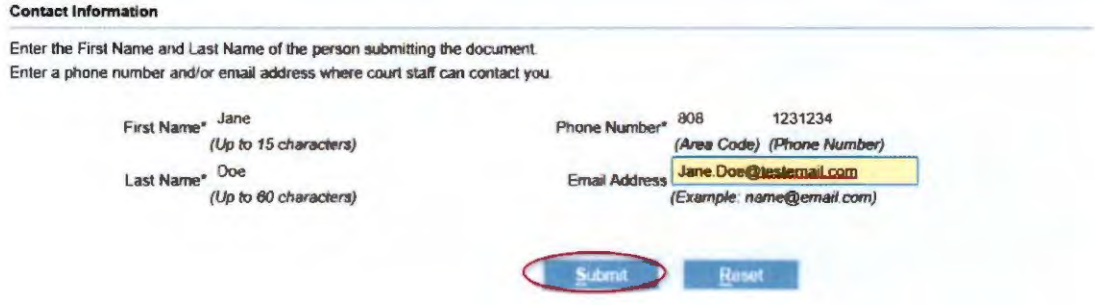


C. Contact Information

The court staff may need to contact you with questions about the document you dropped off.

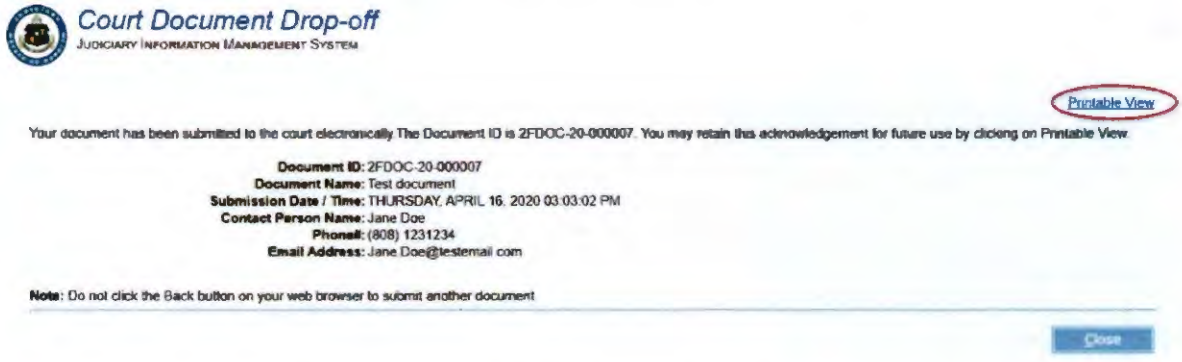
1. Enter the name, phone number and email address of the person who can answer questions about the document.

2. Click Submit.

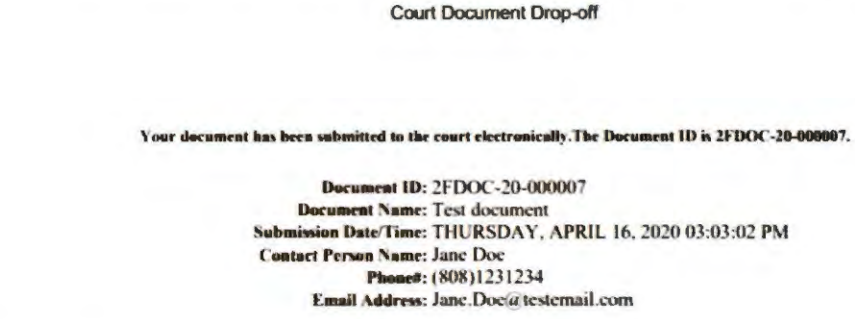


3. Confirmation of the Document Drop-off will be displayed which includes the information you provided.

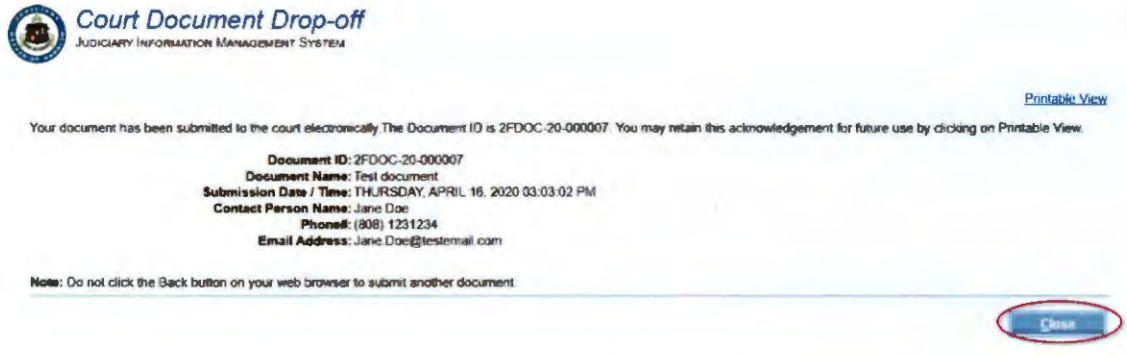
4. Click the Printable View link to generate a PDF copy of the confirmation.



   a. You may want to keep this PDF with the drop off details for your use.



5. Your Document has been dropped off

6. Click Close to return to the home page where you can drop off another document or Log Out.

   NOTE: Do NOT click the Back button on your browser.