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FIRST CIRCUIT
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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	)	SECOND AMENDED EMERGENCY ORDER REGARDING THE DISTRICT COURT OF THE FIRST CIRCUIT'S ADDITIONAL RESPONSE TO THE COVID-19 OUTBREAK; EXHIBITS 1-3

SECOND 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 Orders of Chief Justice Mark E. Recktenwald filed March 16, 2020, April 17, 2020, April 24, 2020, April 27, 2020, May 22, 2020, and May 28, 2020, in SCMF No. 20-0000152, *In re the Judiciary's Response to the COVID-19 Outbreak*; Chief Judge R. Mark Browning's Third 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 May 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:

All District Court Courthouses Shall Re-Open for Services to the Public

1. The Kāne`ohe District Court, the `Ewa District Court, the Wahiawā District Court, and the Wai`anae District Court shall re-open to the public on June 8, 2020.

2. Throughout the COVID-19 outbreak, services to the public have been available at the Honolulu District Court Information Booth. The Information Booth shall continue to provide services to the public. The Information Booth is located on the plaza, outside the entrance to the courthouse. Due to its location, the public may obtain services there without standing in the lines designated for security screening and/or the elevators.

3. The Traffic Violations Bureau and Legal Documents Branch on the second and third floors of the Honolulu District Court shall re-open to the public on June 8, 2020.

4. Self-represented litigants (*i.e.*, people without attorneys) seeking legal advice in landlord-tenant and other district court matters may request telephonic assistance through the Honolulu Access to Justice Room.

Hours: Monday, Wednesday, and Friday between 9:00 a.m. to 1:00 p.m.

Telephone number: (808) 538-5629

Cost: Free

The Honolulu District Court Service Center will refer calls to the Honolulu Access to Justice Room. In-person appointments at the Honolulu Access to Justice Room not currently available. More information about the Access to Justice Room is attached as **Exhibit 1**.

Electronic Filing Services Shall Continue to be Made Available to the Public

5. Petitions for Temporary Restraining Orders shall be filed electronically, to the extent possible.

6. Documents in civil cases shall be filed electronically, to the extent possible.

7. Self-represented litigants (*i.e.*, parties without attorneys) may submit 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 2**. In the event a party is unable to file documents electronically, the document may be submitted at the Information Booth.

Court Proceedings Shall be Expanded in Phases

8. The District Court of the First Circuit encompasses five different courthouses: Kauikeaouli Hale (*i.e.*, the Honolulu District Court), the Kāne`ohe District Court, the `Ewa District Court, the Wahiawā District Court, and the Wai`anae District Court. Each courthouse varies in size and layout. The largest courthouse, the Honolulu District Court, has two courtrooms on the fourth floor, four courtrooms on the seventh floor, and four courtrooms on the tenth floor. Currently, access to the building and the courtrooms is controlled through the security screening on the first floor, and all court users are funneled to their final destinations through an elevator bank consisting of four elevators. When social distancing is taken into account, each elevator can only transport one or two people at a time.

Each courtroom at Honolulu District Court varies in size. The larger courtrooms on the fourth floor normally accommodate about 100-125 people, while the smaller courtrooms on the seventh and tenth floors normally accommodate between 25-50 people. When social

distancing is taken into account, the maximum capacity of each of these courtrooms is significantly reduced.

9. Throughout the COVID-19 outbreak, the District Court remained open for essential in-court proceedings. These proceedings included:

a. Criminal felony cases;

b. Criminal misdemeanor and pretty misdemeanor cases involving defendants in the custody of the Oahu Community Correctional Center (OCCC), the Hawai`i State Hospital (HSH), and/or the Honolulu Police Department (HPD);

c. Criminal misdemeanor and pretty misdemeanor cases involving defendants in the custody of OCCC, HSH, and/or HPD;

d. Cases on the mental health calendar and under Hawai`i Revised Statutes Chapter 704 involving hearings on (1) Orders for Temporary Hospitalization; (2) Motions to Revoke Conditional Release; and (3) other essential hearings;

e. Cases involving temporary restraining orders and injunctions under Haw. Rev. Stat. § 604-10.5; and

f. Cases involving temporary restraining orders and injunctions based on illegal lockouts and utility shutoffs.

These essential court proceedings shall continue to be heard at the Honolulu District Court. For TRO cases filed between June 1, 2020, and June 30, 2020, no more than five (5) cases shall be set during any court session, without prior approval of the Deputy Chief Judge.

10. During the COVID-19 outbreak, the District Court worked with numerous stakeholders to facilitate court proceedings via video conferencing in cases involving custody defendants. To the extent possible, video conferencing shall continue to be used for cases involving defendants currently in the custody of HPD, OCCC, and/or HSH.

11. In-person proceedings in criminal misdemeanor, criminal petty misdemeanor, traffic misdemeanor, and traffic petty misdemeanor cases involving defendants who are not in the custody of OCCC, HSH, and/or HPD will be postponed until after June 30, 2020.

a. Remote hearings for status conferences, change of plea, and demand or waiver of jury trial proceedings are currently being explored.

b. Individuals with pending arraignment dates in criminal misdemeanor, criminal petty misdemeanor, traffic misdemeanor, and traffic petty misdemeanor cases who cannot afford to hire an attorney may contact the Office of the Public Defender for possible legal representation prior to their court dates. Individuals will still need to go through a qualification process based on their financial situation to qualify for services. Intake appointments are currently available by telephone only.

Hours: Monday through Friday, 7:45 a.m. to 4:30 p.m.

Telephone: (808) 586-2100

Cost: Free

The Office of the Public Defender does not provide legal services in civil cases.

12. Effective June 1, 2020, in-person hearings for DWI Court shall resume. To the extent possible, remote hearings shall be utilized.

13. Effective June 1, 2020, traffic infraction cases shall proceed as follows:

a. Traffic infraction hearings under Haw. Rev. Stat. § 291D-8 that can be adjudicated based on the submission of written statements may proceed as scheduled.

b. Traffic infraction hearings under Haw. Rev. Stat. § 291D-8 that can be adjudicated through remote hearings and/or telephonic appearances may proceed as scheduled.

c. During the month of June 2020, remote traffic infraction hearings will be held through Zoom. The meeting ID for traffic infraction hearings scheduled in June 2020 is:

Zoom App or URL: www.zoom.us

Meeting ID: 812-5617-7942

Instructions on "How to Join a Court Remote Hearing Using Zoom" is attached as **Exhibit 3**.

d. In-person traffic infraction hearings under Haw. Rev. Stat. § 291D-8 will be postponed until after June 30, 2020.

e. Traffic infraction trials under Haw. Rev. Stat. § 291D-13 will be postponed until after June 30, 2020.

14. There shall be no civil pretrial conferences, court-mandated settlement conferences, returnables, motions, hearings, trials or other court proceedings in cases "to terminate any tenancy for a residential dwelling unit, for failure to pay all or any portion or the rent, maintenance fees, utility charges, taxes or other fees required for the residential dwelling

unit" as set forth in Governor David Y. Ige's Eighth Supplementary Proclamation Related to COVID-19 Emergency (dated May 18, 2020 and effective to June 30, 2020).

15. Effective June 8, 2020, civil pretrial conferences shall resume. To the extent possible, remote hearings shall be utilized. In the event a case on the pretrial calendar seeks "to terminate any tenancy for a residential dwelling unit for failure to pay all or any portion of the rent, maintenance fees, utility charges, taxes, or other fees" as set forth in Governor David Y. Ige's Eighth Supplementary Proclamation Related to the COVID-19 Emergency (dated May 18, 2020), the presiding judge shall (i) reschedule the returnable hearing to a date after June 30, 2020, if the Complaint was filed on or before April 16, 2020, (i.e., prior to the effective date of Governor David Y. Ige's Fifth Supplementary Proclamation Related to the COVID-19 Emergency dated April 16, 2020), or (ii) dismiss the case if the Complaint was filed on or after April 17, 2020.

a. Appearances at pretrial conferences for the sole purpose of requesting continuances are strongly discouraged. Instead, parties should file stipulations to continue or motions to continue in accordance with the District Court Rules of Civil Procedure

b. Appearances at pretrial conferences for the sole purpose of dismissing a claim or counterclaim are strongly discouraged. Instead, parties should file stipulations for dismissal, notices of dismissal, or motions to dismiss in accordance with the District Court Rules of Civil Procedure.

16. Effective June 8, 2020, civil settlement conferences shall resume. To the extent possible, remote hearings shall be utilized.

17. Effective June 15, 2020, the regular claims answer calendar at the Honolulu District Court shall resume. Under the District Court Rules of Civil Procedure,

Plaintiffs are not required to appear at answer. Defendants may file written answers rather than appearing in court. Written answers must be served on all parties and filed within the time periods set forth in the District Court Rules of Civil Procedure.

a. Answers currently scheduled in the Honolulu District Court for the week of June 1-5, 2020, will be rescheduled to dates approximately 8 weeks later. Appearance times may be staggered by the Court.

b. Answers currently scheduled in the Honolulu District Court for the week of June 8-12, 2020, will be rescheduled to dates approximately 8 weeks later. Appearance times may be staggered by the Court.

18. Effective June 22, 2020, the returnable calendar at the Honolulu District Court shall resume only for the purpose of answering any complaint for summary possession and/or ejectment and for scheduling civil pretrial conferences regarding any complaint for summary possession and/or ejectment. Under the District Court Rules of Civil Procedure, Plaintiffs in summary possession and ejectment cases are not required to appear at returnable hearings. Defendants in summary possession and ejectment cases may file written answers or general denials in lieu of in-person appearances at returnable hearings. Written answers or general denials must be served on all parties and filed within the time periods set forth in the District Court Rules of Civil Procedure. In the event a case on the returnable calendar seeks "to terminate any tenancy for a residential dwelling unit for failure to pay all or any portion of the rent, maintenance fees, utility charges, taxes, or other fees" as set forth in Governor David Y. Ige's Eighth Supplementary Proclamation Related to the COVID-19 Emergency (dated May 18, 2020), the presiding judge shall (i) reschedule the returnable hearing to a date after June 30,

2020, if the Complaint was filed on or before April 16, 2020, (*i.e.*, prior to the effective date of Governor David Y. Ige's Fifth Supplementary Proclamation Related to the COVID-19 Emergency dated April 16, 2020), or (ii) dismiss the case if the Complaint was filed on or after April 17, 2020.

a. Returnable hearings currently scheduled in the Honolulu District Court for the week of June 1-5, 2020, will be rescheduled for the week of June 22-26, 2020, or soon thereafter. Appearance times may be staggered by the Court. In the event a case on the returnable calendar seeks "to terminate any tenancy for a residential dwelling unit for failure to pay all or any portion of the rent, maintenance fees, utility charges, taxes, or other fees" as set forth in Governor David Y. Ige's Eighth Supplementary Proclamation Related to the COVID-19 Emergency (dated May 18, 2020), the presiding judge shall (i) reschedule the returnable hearing to a date after June 30, 2020, if the Complaint was filed on or before April 16, 2020, (*i.e.*, prior to the effective date of Governor David Y. Ige's Fifth Supplementary Proclamation Related to the COVID-19 Emergency dated April 16, 2020), or (ii) dismiss the case if the Complaint was filed on or after April 17, 2020.

b. Returnable hearings currently scheduled in the Honolulu District Court for the week of June 8-12, 2020, will be rescheduled for the week of June 29-July 3, 2020, or soon thereafter. Appearance

times may be staggered by the Court. In the event a case on the returnable calendar seeks "to terminate any tenancy for a residential dwelling unit for failure to pay all or any portion of the rent, maintenance fees, utility charges, taxes, or other fees" as set forth in Governor David Y. Ige's Eighth Supplementary Proclamation Related to the COVID-19 Emergency (dated May 18, 2020), the presiding judge shall (i) reschedule the returnable hearing to a date after June 30, 2020, if the Complaint was filed on or before April 16, 2020, (*i.e.*, prior to the effective date of Governor David Y. Ige's Fifth Supplementary Proclamation Related to the COVID-19 Emergency dated April 16, 2020), or (ii) dismiss the case if the Complaint was filed on or after April 17, 2020.

c. Returnable hearings currently scheduled in the Honolulu District Court for the week of June 15-19, 2020, will be rescheduled for the week of July 6-10, 2020, or soon thereafter. Appearance times may be staggered by the Court. In the event a case on the returnable calendar seeks "to terminate any tenancy for a residential dwelling unit for failure to pay all or any portion of the rent, maintenance fees, utility charges, taxes, or other fees" as set forth in Governor David Y. Ige's Eighth Supplementary Proclamation Related to the COVID-19 Emergency (dated May 18, 2020), the presiding judge shall (i) reschedule the returnable

hearing to a date after June 30, 2020, if the Complaint was filed on or before April 16, 2020, (i.e., prior to the effective date of Governor David Y. Ige's Fifth Supplementary Proclamation Related to the COVID-19 Emergency dated April 16, 2020), or (ii) dismiss the case if the Complaint was filed on or after April 17, 2020.

19. Non-hearing motions to advance returnable hearings in cases based on alleged non-monetary breach involving violence, threats of violence, illegal activity, and/or safety and health violations) may be filed upon written notice to all parties. Returnable hearings will not be advanced to any date prior to June 22, 2020.

20. Parties in summary possession and ejectment cases are encouraged to mediate their disputes prior to the returnable hearing, if possible. Free mediation services in landlord-tenant cases are currently available through the Mediation Center of the Pacific, Inc.

Hours: Monday through Friday, 8:30 a.m. to 1:30 p.m.

Telephone: (808) 521-6767

Cost: Free

More information about the Rapid Response Landlord-Tenant Mediation is attached as Exhibit 4.

21. Effective June 22, 2020, the civil motions calendar at the Honolulu District Court shall resume. To the extent possible, remote hearings shall be utilized.

a. Civil motions currently scheduled in the Honolulu District Court on June 1, 2020, will be rescheduled to June 22, 2020. Appearance times may be staggered by the Court.

b. Civil motions currently scheduled in the Honolulu District Court on June 8, 2020, will be rescheduled to June 29, 2020. Appearance times may be staggered by the Court.

c. Civil motions currently scheduled in the Honolulu District Court on June 15, 2020, will be rescheduled to July 6, 2020. Appearance times may be staggered by the Court.

22. Effective June 22, 2020, civil trials in summary possession and ejectment cases based on alleged non-monetary breach involving violence, threats of violence, illegal activity, and/or safety and health violations) at the Honolulu District Court will resume.

23. Effective July 1, 2020, civil trials at the Honolulu District Court will resume.

a. Civil trials currently scheduled at the Honolulu District Court on dates prior to July 1, 2020, will be rescheduled for dates approximately 8 weeks later. Appearance times may be staggered by the Court.

b. Some civil trials currently scheduled at the Honolulu District Court on or after July 1, 2020, may also be rescheduled due to staffing and social distancing and requirements. Appearance times may be staggered by the Court.

24. Effective July 6, 2020, civil cases at the Kāne`ohe District Court, the `Ewa District Court, the Wahiawā District Court, and the Wai`anae District Court shall resume. To the extent possible, remote hearings shall be utilized.

a. Cases currently scheduled at the Kāne`ohe District Court, the `Ewa District Court, the Wahiawā District Court, and the Wai`anae District Court Honolulu District Court on dates prior to July 6, 2020, will be rescheduled for approximately 8 weeks. Appearance times may be staggered by the Court.

b. Some cases currently scheduled at the Kāne`ohe District Court, the `Ewa District Court, the Wahiawā District Court, and the Wai`anae District Court Honolulu District Court on or after July 6, 2020 may also be rescheduled due to staffing and social distancing requirements. Appearance times may be staggered by the Court.

25. 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. At times, this means that people may be required to wait outside the courtroom until their cases are called. Priority shall be given to the parties and attorneys whose cases are being heard.

IT IS SO ORDERED.

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

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

LEGAL AID SOCIETY OF HAWAI'I

Telephone: (808) 536-4302 • Fax: (808) 527-8088
Mailing Address: P.O. Box 37375 • Honolulu, Hawaii 96837-0375
924 Bethel Street • Honolulu, Hawaii 96813

Joseph Boivin, Jr.
President, Board of Directors

M. Nalani Fujimori Kaina, Esq.
Executive Director

FOR IMMEDIATE RELEASE
May 11, 2020

Volunteer Attorneys Provide Legal Help to the Community by Remote Court Self-Help Centers

Volunteer attorneys are providing legal help to the community remotely through the statewide Court Self-Help Centers. Attorneys will provide limited legal help by telephone in areas such as landlord-tenant, family, and other district court matters. Calls will be answered by an AmeriCorps Advocate who will connect you with the attorney. Please call the Court Self-Help Center in your community during the following days and times.

Honolulu Access to Justice Room: Monday, Wednesday, and Friday from 9:00 am – 1:00 pm.
Callers will be referred by the Honolulu District Court Service Center.
Phone: (808) 538-5629

Kauai Court Self-Help Center: Monday and Thursday from 10:00 am – Noon.
Phone: (808) 698-7552

Maui Court Self-Help Center: Monday and Thursday from 10:00 am – 1:00 pm.
Phone: (808) 707-7153

Hilo Court Self-Help Center: Tuesday and Friday 11:15 am – 12:45 pm.
Phone: (808) 746-5363

Kona Court Self-Help Center: Wednesday from 11:00 am – 1:00 pm.
Phone: (808) 437-7557

The Court Self-Help Centers are a collaborative effort of the Judiciary, the Hawaii Access to Justice Commission, the Hawaii State Bar Association, the Kauai County Bar Association, the Maui County Bar Association, the Hawaii County Bar Association, West Hawaii Bar Association, AmeriCorps, and the Legal Aid Society of Hawaii to increase access to justice for self-represented litigants. Over 27,000 visitors have received legal help and nearly 700 attorneys have volunteered since the first Court Self-Help Center opened on Kauai in 2011.

Established in 1950 with 10 offices statewide, the Legal Aid Society of Hawaii is a non-profit, public interest law firm dedicated to increasing access to justice for the state's most vulnerable and disadvantaged people.

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Media Contact:
Diana Kim
Phone: (808) 527-8028 Email: Diana.Kim@legalaidhawaii.org

EXHIBIT 1

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.

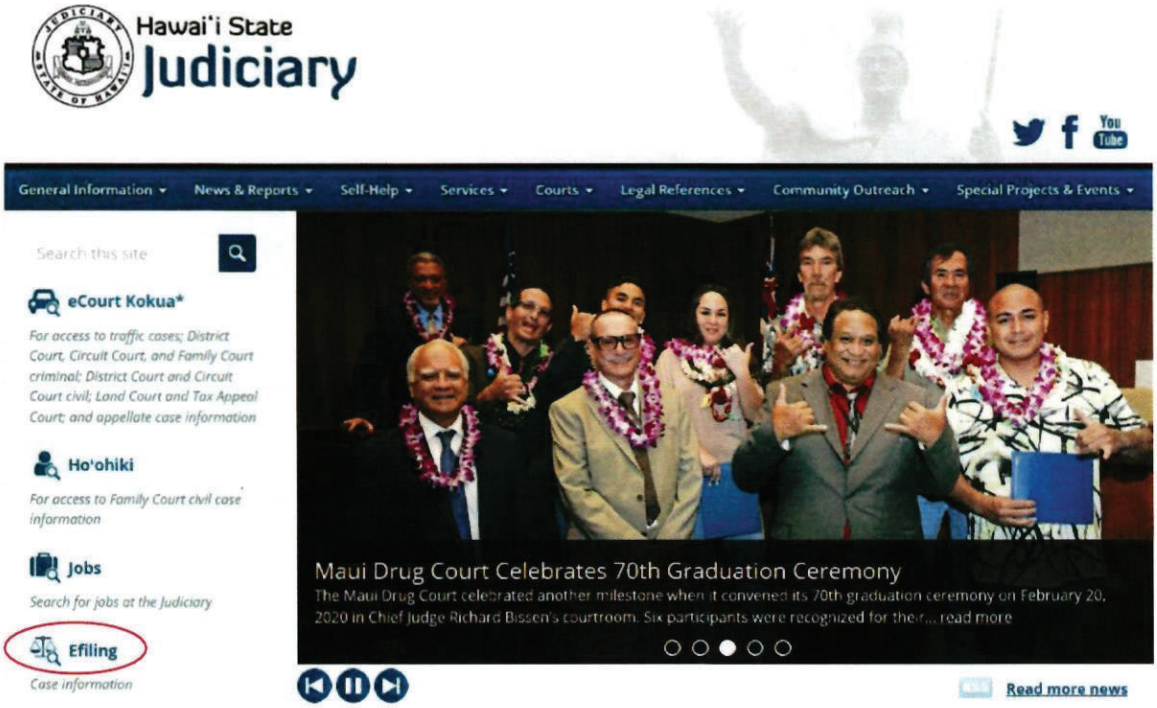
NOTE:

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 2

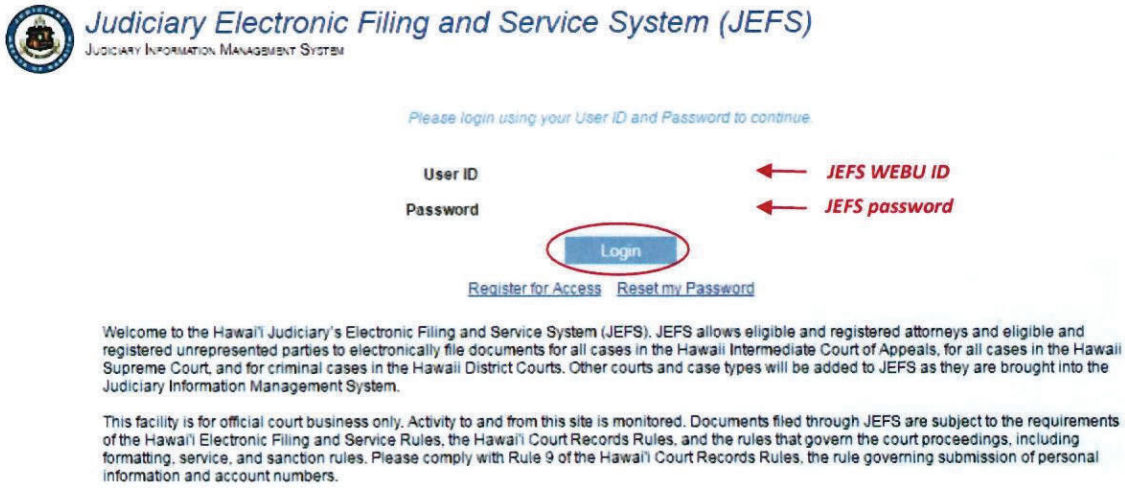
I. Navigate to the Judiciary website.
   A. In a browser, go to https://www.courts.state.hi.us
   B. Click the Efiling link in the left column of the screen



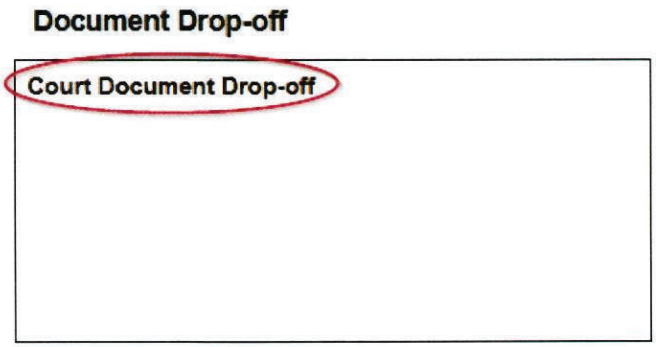
C. Click on Judiciary Electronic Filing and Service System (JEFS) Login Page link.

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.

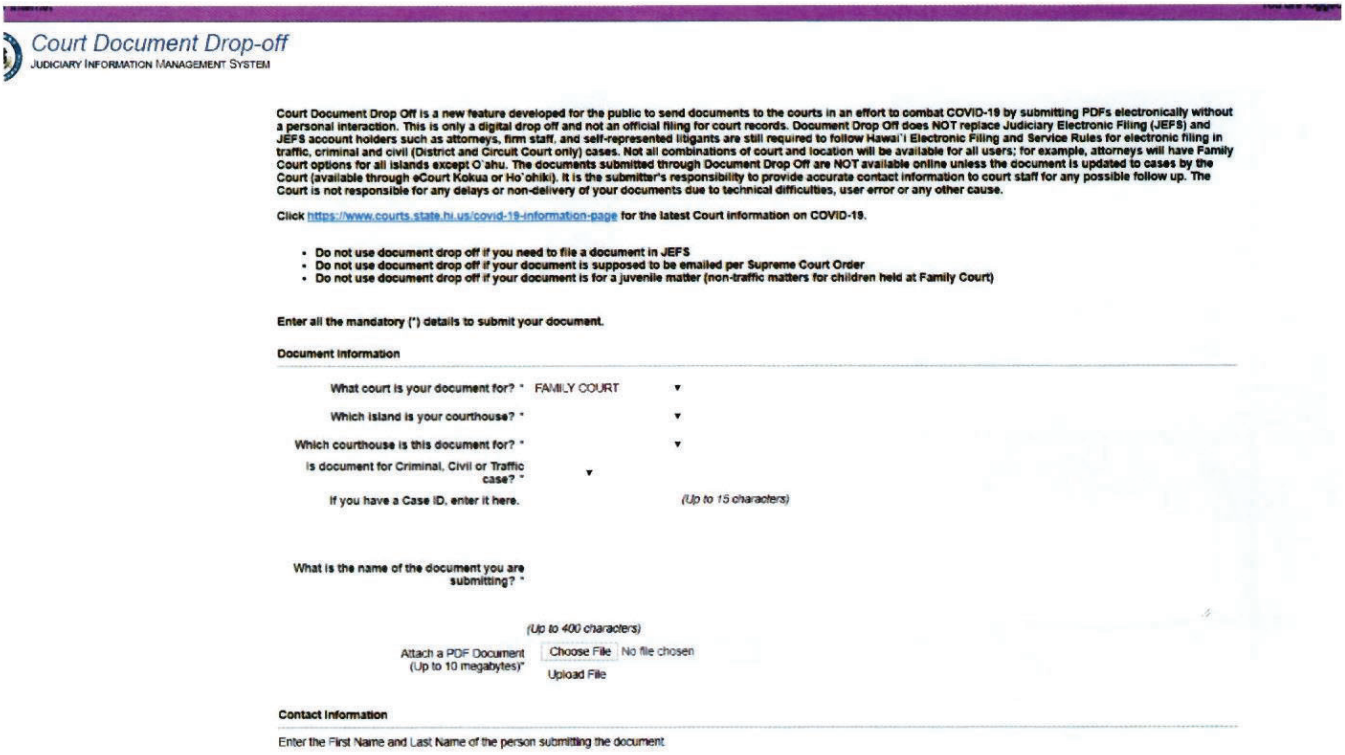


E. Click Court Document Drop-off.



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.

- **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)**

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

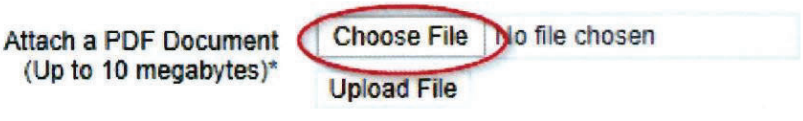
A. Document Information

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.

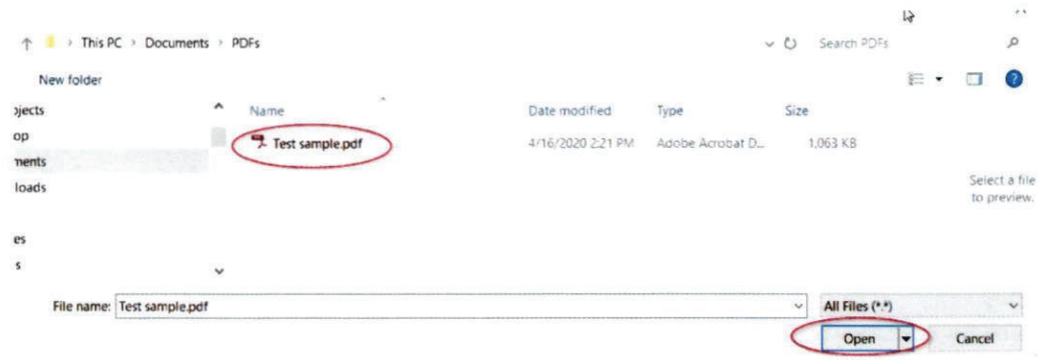
B. Upload the PDF

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.

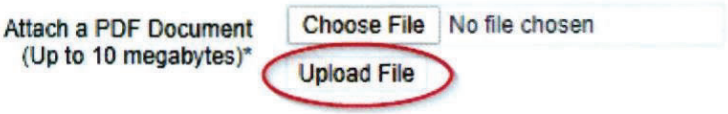


3. Select the PDF from the pop-up window and click Open.

   Example: test.sample.pdf



4. Click on Upload File.



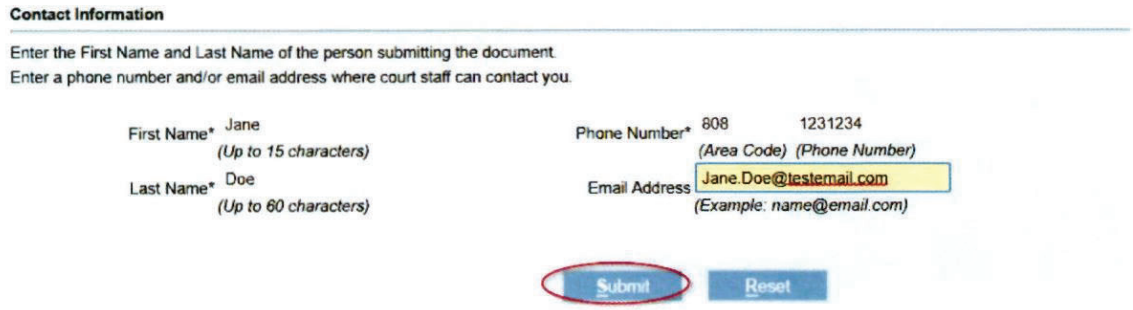
5. The PDF will be displayed in the Document field. If this is the wrong PDF, click on the Red Minus button and try again.

C. Contact Information

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

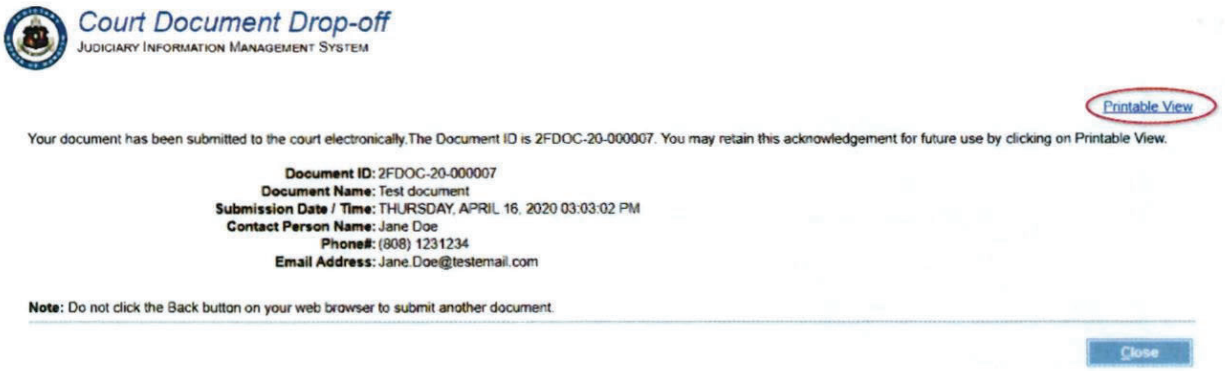
1. Enter the name, phone number and email address of the person who can answer questions about the document.

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.

Court Document Drop-off

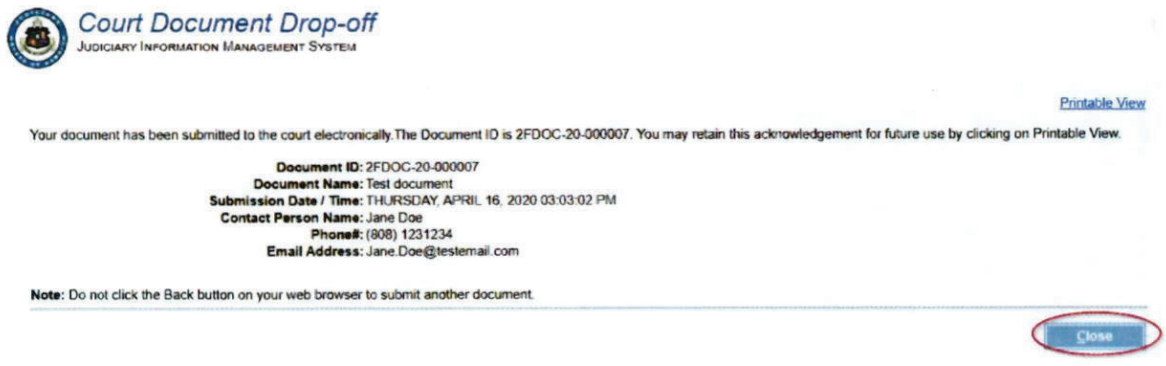
Your document has been submitted to the court electronically.The Document ID is 2FDOC-20-000007.

Document ID: 2FDOC-20-000007
Document Name: Test document
Submission Date/Time: THURSDAY, APRIL 16, 2020 03:03:02 PM
Contact Person Name: Jane Doe
Phone#: (808)1231234
Email Address: Jane.Doe@testemail.com

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.



How to Join a Court Remote Hearing Using Zoom

This guide provides step-by-step instructions for joining a Court Remote Hearing via Zoom. Use one of the three options below: 1) Use the Zoom App; 2) Use your web browser; or 3) Call-in.

Please have the meeting information and your telephone with you at all times during the meeting. In the case of a technical difficulty or disconnection, promptly call in to the meeting using your telephone and the call-in number. See option #3 for call in instructions.

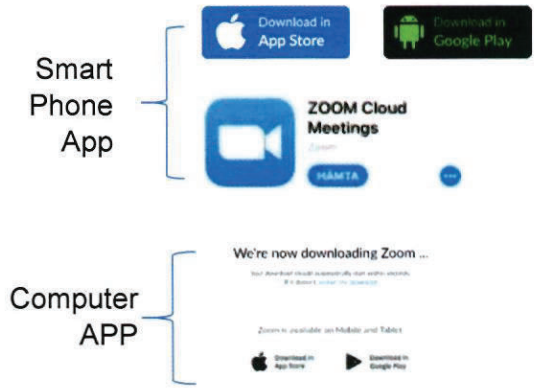
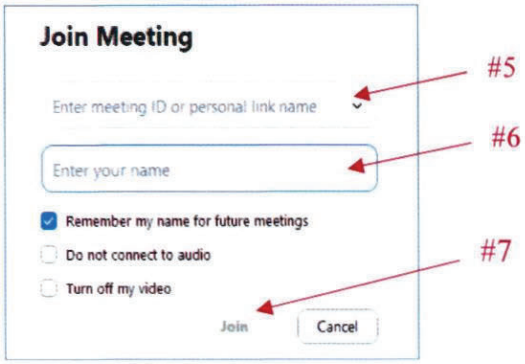
OPTION 1 – Download the Zoom Application on your device Download the Zoom App at least one day before your scheduled hearing date. This will enable you to test out your device and equipment.	
Download the Zoom App on your smart device. On your computer or laptop, you may download using this link: https://www.zoom.us/support/download On the date of your court hearing, open the app.	
Click JOIN MEETING Enter Meeting ID provided by the court. **Enter your name. This will help court staff check you in for the hearing.** Click JOIN.	

EXHIBIT 3



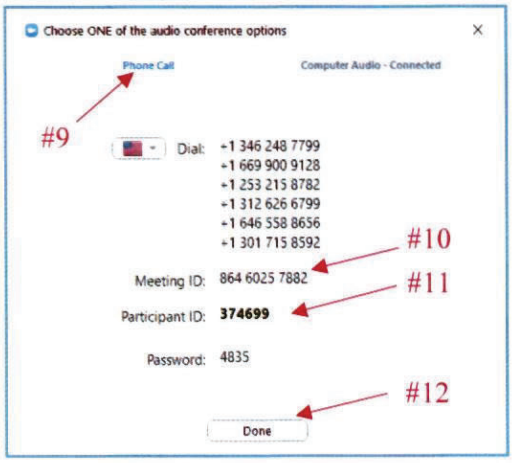
If your device **does not have a microphone**, a prompt to choose your audio will appear.

Click PHONE CALL. Dial one of the numbers provided.

. When prompted, enter the MEETING ID followed by the # sign.

. When prompted, enter the PARTICIPANT ID followed by the # sign.

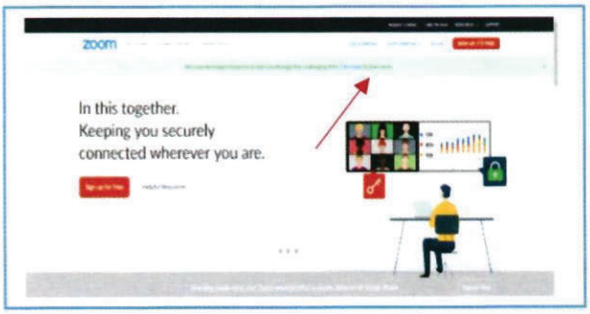
. Click DONE.

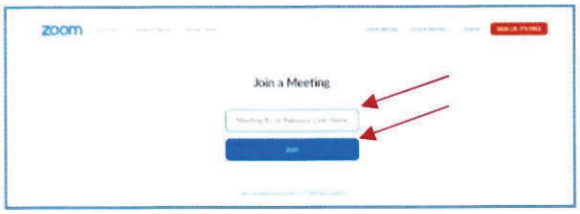
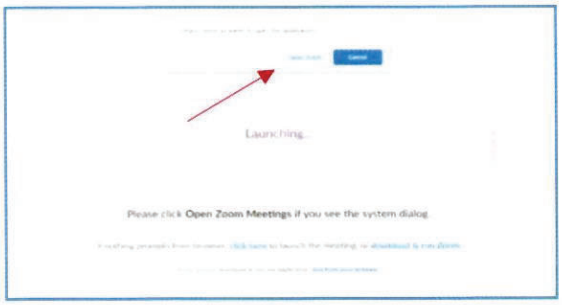
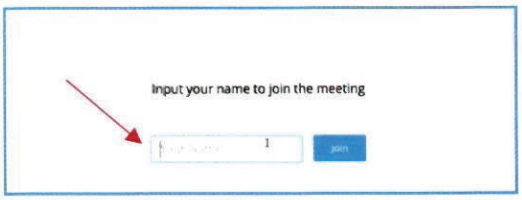
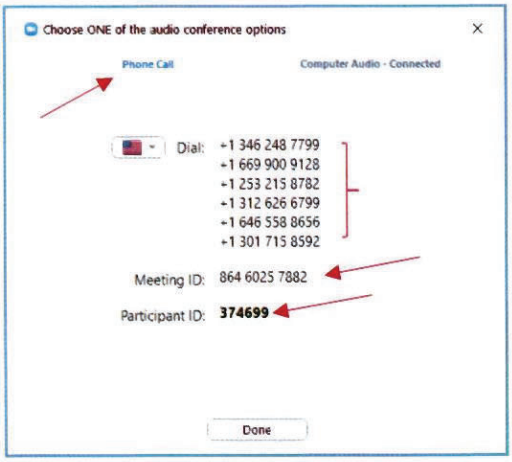


OPTION 2 - Join using the desktop client. No downloading of the Zoom App.
You may use any browser: Use any of the following web browsers: Chrome, Firefox, Microsoft Edge, Safari, Internet Explorer 10 or higher.

Go to www.Zoom.us

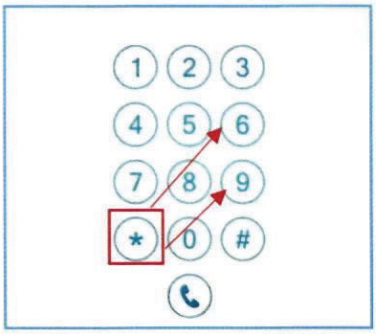
Click JOIN MEETING



Enter the MEETING ID number provided by the court. Click JOIN.	
Zoom will launch. Click OPEN ZOOM.	
Enter your name. This will help court staff check you in for the hearing. Click JOIN.	
If your device does not have a microphone, a prompt for you to choose your audio will appear. Click PHONE CALL. Dial one of the numbers provided. . When prompted, enter the MEETING ID followed by the # sign. . When prompted, enter the PARTICIPANT ID followed by the # sign. . Click DONE.	

OPTION 3 – Join by phone

You may join a court remote hearing if you do not have access to a computer, laptop or mobile device or internet. You may call in using a land line phone or a cell phone.

Dial the phone number provided by the court in your hearing notice.	
Key in the MEETING ID provided by the court. This is a 10 digit number. Press the # key.	
You will be prompted to enter your Participant ID number. If you do not have one, press the # key.	
Please identify yourself by name when prompted by court staff. This will help court staff check you in for the hearing. To mute yourself press *6 on your key pad. To get the court's attention during the hearing, press *9 on your key pad. This will be seen as a raised hand on the Zoom web conference.	

VIDEO HEARING TIPS & ETIQUETTE

Before the meeting

- Download the Zoom App and test the equipment you plan to use for the video conference at least one day in advance.
- Situate yourself in front of a neutral background, such as a wall, in an area in which you won't be disturbed.
- Dress as you would to appear in court.
- Place your camera at face-height.
- Close all other programs on your computer or smart phone.
- Please have your traffic citation and any materials you want to show to the judge ready.

During the meeting

- Log into the meeting at least 10 minutes before the scheduled hearing start time.
- If you participate via video conference, please pay attention to the screen. Court staff may use the chat feature to let you know when your case is next.
- Keep yourself on mute unless speaking.
- Keep your telephone close during the meeting in case of technical difficulties, but make sure your phone is on silent.
- Do not record the meeting in any way in accordance with court rules.

Video Hearing FAQs

Do I need a Zoom account in order to join the hearing?

No. You can join the hearing without a Zoom account by using the meeting information provided by the court.

Will I be charged for attending court via videoconference?

There is no direct charge for appearing remotely, but you may be charged for data or minutes used by your carrier network.

Do I need to download an app to my computer, tablet, or phone to join the hearing?

No. You can join the meeting on a web browser. If you are unable to video conference, you may alternatively call in to the meeting on your telephone. However, using the app is the recommended method for joining the hearing.

I'm having trouble opening the link and getting into the meeting. What should I do?

Try one of the alternative methods of joining above, such as by joining the meeting via www.zoom.us or joining via the app. If that does not work, try joining the meeting on your smartphone or tablet. If you are still unable to get into the meeting, call the provided dial-in number on your phone.

THE MEDIATION CENTER OF THE PACIFIC, INC.

RAPID RESPONSE LANDLORD-TENANT MEDIATION

The fight against the Coronavirus has created financial hardships for many. With thousands of layoffs and furloughs, tenants are stretched to pay their rent, and landlords are worried about how they will pay their mortgage and other bills. And while there is currently a moratorium on evictions, tenants are still required to pay their rent. If landlords and tenants don't talk now and work out payment plans, they may find themselves fighting in a back-logged eviction process when the moratorium is lifted.

To help landlords and tenants negotiate realistic payment plans and maintain a positive working relationship, the Mediation Center of the Pacific, Inc. (MCP) has created a Rapid Response Mediation Program. Through videoconference, telephone or a secure online platform, landlords and tenants can work with an impartial mediator who will help them discuss a variety of options such as payment plans, temporary rent reduction, deferred payments, and other creative solutions that will enable the landlord to continue receiving some level of payment and enable the tenant to craft a realistic future for remaining in their home. By making a plan, everyone can relieve some of their worries about the future.

DON'T WAIT ... SCHEDULE A MEDIATION SESSION TODAY

- Tenants who were current with their rent prior to Covid-19 and have suffered financial hardship as a result of the pandemic, need to talk with their landlords now.

- **There is no cost to participate in mediation through MCP.**

- Call 521-6767 between 8:30 a.m. and 1:30 p.m. Monday through Friday
    - While the MCP staff is working remotely, they are receiving telephone calls.
    - If all staff are busy, leave a voicemail and someone will return your call by the next business day.

- Mediation sessions last approximately one hour and are primarily scheduled at 9:00 a.m. and 1:00 p.m., Monday through Friday.
    - Some additional sessions Monday through Friday may be available.

- Experienced mediators who have received specialized training in conducting telephone and videoconference mediation sessions for landlords and tenants will be assigned to work with you during your scheduled mediation session.

EXHIBIT 4

PRIOR TO THE MEDIATION SESSION

- Prior to the mediation session, you will be required to sign a Confidentiality Agreement via Docusign.
    - The Confidentiality Agreement reinforces that the mediation discussions are confidential and cannot be later shared by the mediators or the participants in a formal legal proceeding if the issues are not resolved in the mediation process.
    - Anyone who was not previously scheduled to mediate in the session may not participate or be in the same room with you while you are in the mediation.

- The participants are encouraged to access legal advice prior to the mediation.
    - The Legal Aid Society of Hawaii at 536-4302, provides information about legal rights and protections in applicable housing situations.

- Tenants are encouraged to access credit counseling services and rental assistance resources prior to the mediation session
    - Hawaiian Community Assets 587-7886, offers financial counseling and rental assistance
    - Aloha United Way's 211 program offers rental assistance and resources

- All documents for the mediation discussion such as the rental agreement, rental assistance approval and other relevant information, must be emailed in advance to mcp@mediatehawaii.org prior to the scheduled mediation session
    - The MCP staff will share the documents with the mediators through Google Drive
        - The mediators and the other party will not be able to print, edit or save the documents

PARTICIPATING IN A MEDIATION SESSION:

- An electronic invitation will be emailed to the participants to enable them to access the mediation process.

- To participate in a videoconference, the participants must have a fully charged desktop, laptop, tablet or smart phone.

- The mediators will work with the participants in joint and private sessions to help them discuss the situation and negotiate customized plans that support the needs of both landlord and tenant.

- The mediators will memorialize the terms of the Agreement on a shared screen that all participants can view and provide input into as it is drafted.

To learn more, call 521-6767 between 8:30 a.m. and 1:30 p.m. Monday through Friday or go to MCP's website at www.mediatehawaii.org.

This Program is funded through the generosity of the O'ahu Strong Fund of the Hawai'i Community Foundation, Aloha United Way, and other private donors.