RULES OF THE DISTRICT COURTS OF THE STATE OF HAWAI‘I

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Adopted and Promulgated by the Supreme Court of the State of Hawai‘i

Comments and commentary are provided by the rules committee for interpretive assistance. The comments and commentary express the view of the committee and are not binding on the courts.

Effective November 1, 1980
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The Judiciary State of Hawai‘i

RULES OF THE DISTRICT COURTS OF THE STATE OF HAWAIʻI

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Rule 1. CLASSIFICATION OF PROCEEDINGS

All proceedings shall be divided into the following classes, viz.: CIVIL, (including regular claims), SMALL CLAIMS, SPECIAL PROCEEDINGS, CRIMINAL, AND TRAFFIC.

Proceedings under District Court Rules of Civil Procedure Rule 72, proceedings under HRS § 604-10.5, and any other proceeding not specifically included herein shall be classified under special proceedings.

(*Amended February 8, 1996, effective April 1, 1996.)*

Rule 1.1. INTERPRETATION; EFFECTS OF E-FILING AND AUTOMATION.

(a) Interpretation and enforcement of rules. These rules shall be read and construed with reference to each other, the Hawai‘i Electronic Filing and Service Rules, and the Hawai‘i Court Records Rules. In any conflict amongst the Rules of the District Court of the State of Hawai‘i, the Hawai‘i Court Records Rules, and the Hawai‘i Electronic Filing and Services Rules, the Hawai‘i Electronic Filing and Service Rules shall prevail.

(b) Effect of Hawai‘i Electronic Filing and Service Rules. Documents filed and notices given in accordance with the Hawai‘i Electronic Filing and Service Rules shall be deemed to comply with any filing or notice requirements of any part of these Rules of the District Courts of the State of Hawai‘i.

Notwithstanding any language in these Rules of the District Courts of the State of Hawai‘i requiring the filing or service of additional paper copies of documents, such copies are not required for documents filed through the Judiciary Electronic Filing System (JEFS).

(c) Effects of automation on processes and procedures. Duties set out in these rules may be performed by automation.

(d) Conflicts with other rules of court. To the extent there is conflict between these rules and the District Court Rules of Civil Procedure, the Rules of the Small Claims Division of the District Court, or the Hawai‘i Rules of Penal Procedure, the latter shall prevail.

(e) Definitions. *See* Rule 1 of the Hawai‘i Electronic Filing and Service Rules for definitions.

(Added April 23, 2012, effective June 18, 2012; further amended May 2, 2012, effective June 18, 2012.)

Rule 2. FILING PROCEDURE BY THE CLERK.

(a) Case number. Upon the filing of the initial pleading or other documents, and before the issuance of process, the clerk shall assign a number to such proceeding. All subsequent pleadings and documents to be filed shall bear the number assigned to the initial documents, which shall appear on the first page.

(b) Stamp by clerk. For conventionally filed documents, the clerk shall promptly stamp the time and date upon all documents filed.

(c) Docket entry and filing. Upon the filing of any document, an appropriate entry shall be made in a docket sheet kept for each case. A "docket sheet" may be an electronic record within a court maintained computer.

(d) Service of pleadings and other documents.

(1) FILING: ORIGINAL KEPT ON FILE; COPIES FOR SERVICE. For conventionally filed documents and subject to subsection (2) of this subsection (d) pertaining to questions and other discovery documents, when a pleading or other document requiring service is presented for filing, the original shall be accompanied with a sufficient number of copies for service. The original shall be kept on file by the clerk. For conventionally filed documents and those parties not registered with the JEFS, service may be made with the certified copy or copies of the documents together with the certified copy or copies of the summons, and the serving officer shall make proof of service to the court promptly by returning the original summons to the clerk.

(2) SERVICE AND FILING OF QUESTIONS AND OTHER DISCOVERY DOCUMENTS. Unless otherwise provided by the Hawai‘i Electronic Filing and Service Rules, the filing of questions and other discovery documents shall be governed by Rule 5 of the District Court Rules of Civil Procedure. If conventionally served, a party seeking admissions or answers to questions shall serve 2 copies of the request for admissions or questions upon the party from whom the admission of answers are sought.

(e) Signatures. Any order or judgment that is filed electronically bearing a facsimile signature in lieu of an original signature of a judge or clerk has the same force and effect as if the judge or clerk had affixed the judge's or clerk's signature to a paper copy of the order or judgment and it had been entered on the docket in a conventional manner. For purposes of this rule and any rules of court, the facsimile signature may be either an image of a handwritten signature or the software printed name of the judge preceded by /s/.

(f) Place of filing; assignment to division. Except as provided by the Hawai‘i Electronic Filing and Service Rules, pleadings and documents for filing shall be presented to the office of the clerk. The clerk shall furnish certified copies of all documents filed if so requested at the time of filing. The administrative judge may designate the division to which a case or class of cases may be assigned.

(g) Electronic filing of documents submitted on paper; filing date and time preserved. Pursuant to Rule 2.5 of the Hawai‘i Electronic Filing and Service Rules, the clerk shall electronically file any paper document submitted to the clerk. The receipt date and time reflected on the conventionally filed document and subsequently filed in JIMS shall be deemed the filing date for all purposes under any of the Hawai‘i Rules of Court. Once electronically filed, the clerk shall not retain the paper document.

(Amended March 16, 1984, partly effective March 16, 1984, effective May 1, 1984; further amended February 8, 1996, effective April 1, 1996; further amended December 6, 1996, effective December 6, 1996; further amended June 2, 2005, effective July 1, 2005; further amended December 21, 2009, effective nunc pro tunc, July 1, 2005; further amended February 22, 2010, effective February 22, 2010; further amended April 23, 2012, effective June 18, 2012.)

Rule 2.1. RESERVED.

Rule 2.2. COSTS AND FEES TO BE COLLECTED BY THE CLERK.

The clerk shall collect costs and fees provided by Chapter 607 of the Hawai‘i Revised Statutes except that the clerk shall collect the amounts specified herein as follows:

1. For copies of any document in any public record maintained by the clerk:

a. In the clerk's office: $1.00 for the first page and $.50 for each additional page

b. In an off-site storage location: $5.00 plus usual copying charge

c. On microfilm:

i. $5.00 when provided by the clerk plus $1.00 per page

ii. $1.00 per page when obtained via self-service

2. For telefaxing of any document in any public record, the applicable charges plus:

i. Within Hawai‘i: $2.00 first page and $1.00 each additional page

ii. Outside Hawai‘i, within the United States (including American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands): $5.00 first page and $2.00 each additional page

iii. Outside the United States: $10.00 first page and $5.00 each additional page

3. For copies of audio tapes, electronic copy of any document: $10.00

4. For copies of video tapes: cost of production

5. For any expedited or rush requests (copy(ies) provided within 4 hours if request received before noon): $10.00 plus all other applicable charges

6. Ex officio filing (in addition to the usual filing fee): $10.00

7. Certification under seal of a copy of a pleading or other document subsequent to the initial filing of the pleading or document, except the record on appeal: $2.00

8. For Traffic Court Record Report (non-parking; when a report is available): $1.00 for the first page and $.50 for each additional page

9. For Traffic Court Record Report with clerk's notes (non-parking; when a report is available): $1.00 for the first page and $.50 for each additional page.

10. Search of records by the clerk (when a request does not include a case number that is available through a self-search of case record indexes): $5.00.

11. Parties to a pending case shall not be charged for the first copy of the court order, opinion, judgment or any other item entered in the case by the court, whether provided on paper or electronically.

12. The clerk shall charge the actual cost of mailing paper copies of any item, provided that the parties to a pending case shall not be charged for the mailing of the first copy of a court order, opinion, or other item entered in the case by the court.

13. The court may waive costs and fees for good cause shown. In lieu of copying and mailing fees, the administrative judge may authorize the clerk to provide copies of orders, opinions, or other items to publishing companies in exchange for published materials for the benefit of the court or the judiciary.

(Added June 15, 2005, effective July 1, 2005; further amended November 23, 2005, effective January 1, 2006; further amended June 16, 2006, effective July 1, 2006; further amended April 23, 2012, effective June 18, 2012; further amended October 23, 2012, effective January 1, 2013.)

Rule 3. FORM OF PLEADINGS AND MOTIONS.

(a) Form. Unless otherwise required by the Hawai'i Electronic Filing and Service Rules, all pleadings and other documents to be filed shall be typewritten, printed, photocopied, or otherwise similarly prepared by a duplication process that will produce clear, permanent and legible copies, upon unruled, opaque, unglazed white paper of standard quality not less than 13 pound weight, 8½ x 11 inches in size with a portrait orientation and each sheet shall have a margin all around of at least 1 inch (except as otherwise provided in paragraph (c) of this rule). Such documents shall be typewritten in heavily inked black ribbon or printed in black. The type shall be standard 12 point pica or equivalent. Copies, but not originals, may be two-sided. The lines on each page shall be double-spaced or one and one-half spaced; provided, however, descriptions of real property and quotations may be single spaced. All pages shall be numbered consecutively at the bottom and shall be firmly bound together at the top. Exhibits may be fastened to pages of the specified size and, when prepared by a machine-copying process, shall be equal to typewritten material in legibility and permanency of image. Signatures and all other handwritten entries on papers shall be in ink. The name of the person signing the pleading or document shall be typed or printed in block letters directly below the signature.

(b) No flyleaf shall be attached to any document, except as provided by Rule 9 of the Hawai'i Court Records Rules. If filed conventionally, documents shall be filed without backs. All documents filed shall be neat, clean, legible and free of interlineations.

(c) Form of first page. The first page of all documents, except for court forms and except as provided in (d) of this rule, shall be in the following form:

(1) The space at the top left of the center of the page shall contain the name, code number, office address, electronic mail address, telephone, and facsimile number of the attorney for the party in whose behalf the document is filed, or of the party if appearing in person;

(2) The space at the top right of the center of the page shall be left blank for the use of the clerk of the court;

(3) There shall be centered the name of the court, which shall be not less than 3 inches from the top of the page;

(4) The space to the left of the center of the page shall contain the title of the cause (which title shall include the names of all of the parties in the initial pleading, but thereafter may be appropriately abbreviated);

(5) In the space to the right of the title of the cause, there shall be listed the class and case number followed by the category best describing the claims asserted in the case and followed in all cases by the character of the paper.

The category best describing the claims asserted in a civil claims case shall be selected from the following:

Assumpsit
Personal Injury
Property Damage
Replevin
Special Proceeding
Summary Possession (Residential Lease)
Summary Possession (Commercial Lease)
Other Civil Action

(6) Certification or acknowledgement of service may be entered at the bottom margin.

(d) Two pleadings filed together. Where 2 or more pleadings or other documents are filed together, only the first page of the first document shall follow all of the requirements of (c) of this rule, and in addition thereto, there shall be listed, after the case number and before the character of the document, the character of all of the documents that are being filed together. The top of the first page of each document other than the first shall start with the name of the court and include the class and case number, the title of the cause and the character of the document, in appropriate spaces as set forth in (c) of this rule.

(e) Sanctions. The court may impose sanctions for the non-compliance with these rules.

(f) Form furnished by the court. The court shall furnish forms approved by the supreme court, and those forms shall be used in all appropriate instances, unless otherwise permitted by the court.

Approved forms may be reproduced through photocopiers, computers or other means. A reproduced form shall be similar in design and content to the approved form. Any person filing a form that is not identical in content to an approved form shall advise the court of the differences by attaching a short explanatory addendum to the document. The court may impose sanctions upon the filing person for failure to comply with this rule. The approved forms or any reproduction thereof permitted by this rule shall not be subject to the format requirements of this rule.

(g) Filing by facsimile. When electronically filing is not required, documents and pleadings may be filed by facsimile transmission if permitted by the local administrative judge and clerk.

(h) Filing by mail. When electronic filing is not required, documents and pleadings required or permitted to be filed in the district courts may be filed by mail addressed to the clerk, but filing shall not be considered timely unless the documents are received by the clerk within the time fixed for filing.

(Amended June 21, 1983, partly effective July 1, 1983, fully effective July 1, 1984; further amended April 23, 1984, fully effective July 1, 1984; further amended February 8, 1996; effective April 1 1996; further amended December 6, 1996, effective December 6, 1996; further amended June 23, 1997, and July 2, 1997, effective August 1, 1997; further amended November 4, 1997; effective December 1, 1997; further amended April 23, 2012, effective June 18, 2012.)

Rule 4. PARTIES WITHOUT COUNSEL.

Parties who appear in person without counsel shall notify the clerk in writing of their names, their mailing and residence addresses, facsimile and telephone numbers and shall keep the clerk informed by proper written notices of changes in the addresses and telephone numbers so given. All such notices shall be duly indexed and filed by the clerk.

Nothing in this rule authorizes a corporation to appear as a party without counsel or to be legally represented by a person who is not licensed to practice law in the State of Hawai‘i.

(Amended February 8, 1996, effective April 1, 1996.)

Rule 5. SERVICE OF DOCUMENTS AND PROOF THEREOF.

(a) Service required. In all civil actions, pleadings and documents shall be served either electronically, pursuant to Rule 6 of the Hawai‘i Electronic Filing and Service Rules if the case is filed through the JEFS, or, for conventionally served documents, as provided in the District Court Rules of Civil Procedure.

(b) Proof of service. Proof of service may either be provided electronically for cases filed through the JEFS, or may be by written acknowledgment of service, by affidavit of the person making service, or by any other proof satisfactory to the court, unless otherwise provided by law or by the District Court Rules of Civil Procedure. A party who has been prejudiced by failure to receive due notice or to be served, or who has been prejudiced by reason that service was made by mail, may apply to the court for appropriate relief.

(Amended April 23, 2012, effective June 18, 2012.)

Rule 6. WITHDRAWAL OF DOCUMENTS AND EXHIBITS.

For pleadings and documents in paper records, the clerk shall not permit any pleading or document to be taken from the clerk's custody except as provided by Rule 2(d) or as ordered by the court. Exhibits may be withdrawn on the written approval of the court against a written receipt therefor, and the party shall file a copy in its place unless otherwise ordered. The parties in all civil actions shall withdraw all exhibits not attached to the pleadings, and all interrogatories, answers thereto, and depositions within 1 year after final judgment, unless otherwise ordered. If not so withdrawn, they shall be deemed abandoned and may be disposed of by the clerk.

(Amended February 8, 1996, effective April 1, 1996; further amended April 23, 2012, effective June 18, 2012.)

Rule 7. FORM OF MOTIONS.

(a) Form. All motions, except when made during a hearing or trial, shall be in writing, shall state the grounds therefor, shall set forth the relief or order sought, and if involving a question of law shall be accompanied by a memorandum in support of the motion. Every motion, except one entitled to be heard ex parte, shall be accompanied by a notice of hearing or of setting for hearing thereof. The motion may be stated in the notice of hearing. If a motion requires the consideration of facts not appearing of record, it shall be supported by affidavit. The motion shall be filed and served on all parties at least 14 days prior to the time set for hearing, unless otherwise provided by the District Court Rules of Civil Procedure or ordered by the court.

(b) Filings in opposition. An opposing party may serve and file counter affidavits and a written statement of reasons in opposition to the motion and of the authorities relied upon, which shall be served and filed not later than 72 hours preceding the time set for the hearing, except as otherwise ordered by the court.

(c) Required notice; effect of failure to appear. A party who does not oppose or who intends to support a motion, or who desires a continuance, shall immediately notify the court and opposing counsel, or opposing party if the opposing party is not represented by counsel. Failure to appear at the hearing may be deemed a waiver of objections to the granting of the motion.

(d) Non-hearing motions. Notwithstanding Rule 7(a), with appropriate notice, non-hearing motions may be filed if permitted by the administrative judge.

(e) Reserved.

(f) Reserved.

(g) Declaration in lieu of affidavit. In lieu of an affidavit, an unsworn declaration may be made by a person, in writing, subscribed as true under penalty of law, and dated, in substantially the following form:

I, _____ , do declare under penalty of law that the fore-going

(name of person)

is true and correct.

Dated:

_____

Signature

(Amended February 8, 1996, effective April 1, 1996; further amended July 29, 1997, effective September 1, 1997; further amended June 8, 2001, effective July 1, 2001.)

Rule 7.1. LENGTH OF MEMORANDA.

Memoranda in support of or in opposition to any motion shall not exceed 20 pages in length exclusive of affidavits, exhibits and attachments. Reply memoranda shall not exceed 10 pages in length exclusive of affidavits, exhibits and attachments. Upon the filing of an ex parte motion, and for good cause shown, the court may grant permission to exceed page limits. All attached exhibits shall have appropriately labeled tabs. Memoranda exceeding 15 pages shall have a table of contents and a table of authorities.

(Added July 29, 1997, effective September 1, 1997.)

Rule 8. SETTING OF MOTION.

Motions will be heard upon 14 days written notice, unless otherwise ordered by the court or unless a different notice is required by the District Court Rules of Civil Procedure.

(Amended February 8, 1996, effective April 1, 1996; further amended June 8, 2001, effective July 1, 2001.)

Rule 9. TITLES TO ORDERS.

Every order shall indicate the nature thereof in its title.

Rule 10. ORDERS AND JUDGMENTS GRANTABLE BY THE CLERK.

The clerk may grant, sign, and enter the following orders without further direction by the court, but any orders so entered may be set aside or modified by the court:

(a) Stipulations extending time. Stipulations extending time once for not more than 20 days following the time within which to plead or move to a pleading if the time originally prescribed to plead or move has not expired.

(b) Stipulations regarding questions. Stipulations for extension of time once for not more than 15 days the time within which to object to or answer questions to a party if the time to answer such questions has not expired.

(c) Stipulations for substitutions of attorneys. Stipulations for the substitution of attorneys.

(d) Judgments. Default judgments as provided in Rule 55(b)(1) and judgments pursuant to Rule 68 of the District Court Rules of Civil Procedure.

Attorneys' fees may be awarded as provided by law.

(e) Other orders. Any other order referred to in the District Court Rules of Civil Procedure which is grantable of course by the clerk.

(Amended February 8, 1996, effective April 1, 1996; further amended December 6, 1996, effective December 6, 1996.)

Rule 10.1. WITHDRAWAL OF COUNSEL.

Except as provided in Rule 10(c) of these rules, withdrawal of counsel in cases pending before the District Courts shall be effective only upon the approval of the court and shall be subject to the guidelines of Rule 1.16 of the Hawai‘i Rules of Professional Conduct and other applicable law.

(Added February 8, 1996, effective April 1, 1996.)

Rule 11. PROOF OF PUBLICATION.

Whenever the publication in a newspaper of any summons, process, notice or order is required, evidence of such publication shall be given by the affidavit of the editor, publisher, manager, foreman, clerk or printer of such newspaper, not interested in the suit, action, matter or proceeding to which such publication relates, to which affidavit shall be attached a copy of such summons, process, notice or order, and which affidavit shall also specify the dates and times when, and the newspaper in which, the publication was made. The publisher shall file said affidavit with the clerk before the time fixed for hearing.

Rule 12. DISMISSAL FOR WANT OF PROSECUTION.

An action may be dismissed sua sponte with written notice to the plaintiff if no activity has occurred within 8 months after a complaint has been filed (or within any further period of extension granted by the court). Such dismissal may be set aside and the action reinstated by order of the court for good cause shown upon motion duly filed not later than 10 days from the date of the order of dismissal.

(Added November 27, 2007, effective January 1, 2008.)

Rule 12.1. CIVIL SETTLEMENT CONFERENCE.

A settlement conference may be ordered by the court at any time before trial. Any party may also file a request for settlement conference at any time prior to trial. A settlement conference in civil cases shall be subject to the following guidelines:

(1) If a party settles or otherwise disposes of any action prior to a scheduled settlement conference, the party shall immediately notify the court;

(2) Each party to the action shall attend the conference or be represented by an attorney or other representative who has authority to settle the case;

(3) For each party represented by counsel an attorney who is assigned to try the case shall attend the settlement conference. It is expected that the attorney will have become familiar with all aspects of the case prior to the conferences;

(4) Each party to the action shall have thoroughly evaluated the case and shall have discussed and attempted to negotiate a settlement through an exchange of written bona fide and reasonable offers of settlement prior to the conference;

(5) The judge conducting the settlement conference may, at the conclusion of said conference, continue said conference to another time and date, and from time to time thereafter for continued settlement negotiations if the judge has reason to believe a settlement can thereby be effectuated;

(6) SANCTIONS. The failure of a party or the party's attorney to appear at a scheduled settlement conference, the neglect of a party or the party's attorney to discuss or attempt to negotiate a settlement prior to the conference, or the failure of a party to have a person authorized to settle the case present at the conference shall, unless a good cause for such failure or neglect is shown, be deemed an undue interference with orderly procedures. As sanctions, the court may, in its discretion:

(i) Dismiss the action on its own motion, or on the motion of any party or hold a party in default, as the case may be;

(ii) Order a party to pay the opposing party's reasonable expenses and attorneys' fees;

(iii) Reserved.

(iv) Impose any other sanction as may be appropriate.

(Added February 8, 1996, effective April 1, 1996.)

Rule 12.2. ALTERNATIVE DISPUTE RESOLUTION.

The court, in its discretion or upon motion by a party, may order the parties to participate in an alternative dispute resolution process subject to conditions imposed by the court.

(Added May 25, 1999, effective July 1, 1999.)

Rule 13. TRIAL CALENDARS.

The court shall prepare and maintain a trial calendar of all cases which may require hearing or trial.

When any civil action is called for trial or for a pretrial or settlement conference after timely notice to all attorneys or parties not represented by counsel, the court, may, on its own motion or on the motion of any party, dismiss such action or hold the defendant in default, as the case may be, if any of the parties fails to appear.

Any case at issue may be advanced and set for a pretrial or settlement conference or be immediately placed on the trial calendar for hearing or trial.

(Amended February 8, 1996, effective April 1, 1996.)

Rule 14. RESERVED.

Rule 15. EXPEDITION OF COURT BUSINESS.

(a) Required notice. Attorneys shall advise the court promptly if a case is settled. An attorney who fails to give the court such prompt advice may be subject to such discipline as the court deems appropriate.

(b) Effect of failure to appear. An attorney who, without just cause, fails to appear when the attorney's case is before the court on a call or motion or on pre-trial or trial, or unjustifiably fails to prepare for a presentation to the court necessitating a continuance, may be subject to such sanction as the court deems appropriate, including an award of reasonable attorney's fees.

(Amended February 8, 1996, effective April 1, 1996.)

Rule 16. DEPOSITIONS.

(a) Preparation and sealing by officer taking deposition. Unless an extension of time is granted by the court, the officer taking the deposition shall prepare and seal the deposition within 30 days after the taking of the deposition.

(b) Depositions taken outside this state. Unless an extension of time is granted by the court, depositions taken outside this state shall be filed with the court within 30 days after the taking of the deposition; provided, however, that if a deposition is taken less than 30 days prior to trial, the party taking the deposition shall make appropriate arrangements with the officer taking the deposition for the filing thereof prior to the commencement of trial.

(c) Unsigned depositions. If the officer prepares and seals an unsigned deposition, the officer shall certify on the deposition the fact of waiver, illness, absence or failure of the witness to appear, or the refusal to sign, together with the reason, if any, given therefor.

(d) Sealing. Once the officer has sealed a deposition it shall remain sealed unless opened temporarily by the officer or opened by the direction of a judge; provided that copies may be obtained pursuant to Rule 30(f)(2) of the District Court Rules of Civil Procedure.

(Amended March 16, 1984, partly effective March 16, 1984, fully effective May 1, 1984; further amended February 8, 1996, effective April 1, 1996.)

Rule 17. CONDUCT OF A TRIAL.

(a) Sequence of presentation. Subject to the orders of the court, which may alter the sequence of presentation of the case when there are numerous parties or for other reasons:

(1) The plaintiff (or the prosecuting officer in a criminal case) shall have the right to make an opening statement. The defendant shall also have the right to make an opening statement, either immediately after the plaintiff's or the prosecuting officer's statement or at the beginning of defendant's case.

(2) the plaintiff or prosecuting officer shall produce the evidence on his or her part.

(3) The defendant may then open the defense and offer evidence in support thereof.

(4) The parties may then respectively offer rebutting evidence only.

(5) When the presentation of evidence is concluded, unless the case is submitted on either side or both sides without argument, the plaintiff or prosecuting officer shall open the argument; the defendant may then reply; and the plaintiff or prosecuting officer may conclude the argument, and in the conclusion shall confine themselves to answering any new matter or arguments presented by the defendant.

(b) Limitations on number of counsel. Except by leave of court:

(1) Only one counsel for each party shall examine and cross-examine the same witness or be heard on any question.

(2) No more than two counsel shall appear for any party on the trial.

(Amended February 8, 1996, effective April 1, 1996; further amended December 6, 1996, effective December 6, 1996.)

Rule 18. PRE-TRIAL DISCLOSURE AND MARKING OF EXHIBITS.

(a) Disclosures and exhibits. When a pre-trial is held, except as and to the extent otherwise ordered by the court:

(1) Each party shall disclose the theory of the party's case, including the basic facts that the party intends to prove and the names and addresses of all witnesses that the party intends to call.

(2) Each party shall disclose to all others and permit examination of all exhibits which are in the party's possession or under the party's control and which the party intends to offer in evidence at the trial.

(3) Unless so disclosed, no exhibits required to be disclosed by paragraph (2) shall be received in evidence at the trial over objection unless the court finds that there was reasonable ground for failing to disclose such exhibits prior to trial.

(4) All exhibits required to be disclosed by paragraph (2), and any other exhibits as may be requested by counsel presenting the same, shall be marked for identification prior to the trial.

Unless otherwise ordered, exhibits for the plaintiffs in civil proceedings and the State in criminal proceedings are designated in numerical order; exhibits for any defendant are designated in alphabetical order.

(b) Effect of pre-trial order. The pre-trial order shall supersede the pleadings where there is any conflict; and shall supplement the pleadings in all other respects.

(Amended February 8, 1996, effective April 1, 1996.)

Rule 19. STIPULATIONS AND ORDERS THEREON.

(**a**) **Form of stipulations and orders**. Unless made in open court, all stipulations shall be in writing, signed by the parties or their attorneys, and filed with the clerk. An order based upon a stipulation shall be sufficient if the words "It is so ordered" or their equivalent are endorsed on the stipulation at the close thereof and signed by the court or by the clerk if permitted under Rule 10.

(b) Stipulations extending time. Stipulations for the approval of the court extending time to act under Rule 6(b)(1), District Court Rules of Civil Procedure, and Rule 45(b), Hawai‘i Rules of Penal Procedure, shall recite the time of expiration of the period originally prescribed or as extended by a previous order.

(Amended February 8, 1996, effective April 1, 1996.)

Rule 20. RESERVED.

Rule 21. SUBMISSION OF PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW.

(a) Proposed findings and conclusions. The party who prevails after the presentation of evidence shall upon request submit to the court proposed findings of fact and conclusions of law pursuant to Rule 52, District Court Rules of Civil Procedure. The party required to prepare such proposed findings of fact and conclusions of law shall have 10 days, unless such time is extended by the court, to draft the same and secure the approval as to form of opposing counsel thereon. If the form of the proposed findings of fact and conclusions of law has not been approved, a party served with the proposed findings and conclusions may within 5 days thereafter serve and deliver to the court objections and a copy of the objecting party's proposed findings and conclusions. The court shall determine the findings of fact and conclusions of law to be entered.

If after the conclusion of all testimony, the court does not indicate which party has prevailed in the action, the respective parties involved may be requested to submit proposed findings of fact and conclusions of law.

(b) Cases maintained as paper records. The prevailing party shall deliver the original and 1 copy to the court, or, if not so approved, serve a copy thereof upon each party who has appeared in the action and deliver the original and 1 copy to the court.

(c) Cases maintained in the Judiciary Information Management System (JIMS). Proposed findings and conclusions shall be submitted in accordance with Rule 9 of the Hawai‘i Electronic Filing and Service Rules.

(Amended February 8, 1996, effective April 1, 1996; further amended April 23, 2012, effective June 18, 2012; further amended May 2, 2012, effective June 18, 2012.)

Rule 22. REQUEST FOR DRAFT OF DECISION ON ISSUE OF LAW.

Whenever the court proposes to file a written decision on any motion or issue of law, it may at any time request one or more of the parties to submit a draft of decision. In such event, the court shall advise all parties of its action, and the draft so submitted shall be served, and an opportunity shall be given to opposing counsel to present comments with respect thereto. The failure of any party to submit comments with respect to any such draft shall not affect the right of such party to appeal from any judgment incorporated in or based on the decision as issued.

Rule 23. SETTLEMENT OF JUDGMENTS AND ORDERS.

Within 10 days after decision of the court awarding any judgment or order that requires settlement and approval by the court, the prevailing party, unless otherwise ordered by the court, shall prepare a judgment or order in accordance with the decision, attempt to secure the approval as to form of opposing parties thereon, and following such approval file it with the court electronically or, if the case is not within the JIMS, deliver an original paper document and 1 copy to the court. If there is no objection to the form of a proposed judgment, or order, the party shall promptly approve as to form. In the event a proposed judgment or order is not approved as to form by an opposing party within 5 days of a written request for such approval, the prevailing party shall file electronically, pursuant to the Hawaiʻi Electronic Filing and Service Rules or, if exempt, shall deliver the original and 1 copy to the court along with notice of service on all parties and serve a copy thereof upon each party who has appeared in the action. If any party objects to a proposed judgment or order, the objecting party shall within 5 days thereafter, serve upon the prevailing party and deliver to the court a statement of the party's objections and the reasons therefor, and the party's proposed judgment or order; and in such event, the court shall proceed to settle the judgment or order. Failure to file and serve objections and a proposed judgment or order shall constitute approval as to form of the prevailing party's proposed judgment or order.

When a party objects to the proposed findings of fact, the objecting party must file proposed alternate findings of fact with the statement of objections.

(Amended February 8, 1996, effective April 1, 1996; further amended July 29, 1997, effective September 1, 1997; further amended April 23, 2012, effective June 18, 2012.)

Rule 24. IMMEDIATE NOTICE OF COURT ACTION.

The court shall immediately notify counsel of the filing of findings of fact and conclusions of law, or of any opinion or memorandum of decision stating the facts and the court's opinion of the law, or of any other decision or opinion of the court.

Rule 25. ORDER FOR TRANSCRIPT OF EVIDENCE.

(a) For purposes other than appeal. Upon the application of any person for a direction to the official reporter to prepare a transcript of the evidence or other court proceeding, the court shall direct the official reporter to furnish such transcript in the regular order of cases tried or in such order as the court directs. The direction shall be in writing, signed by the court and filed, and a copy served upon opposing counsel and the reporter. It shall provide that the person so ordering such transcript shall within 5 days following the date of the filing of such direction, deposit with the official reporter, the amount of the estimated cost of the fees for the transcript, as provided by statute. Upon completion and certification of the transcript by the official reporter, the reporter shall retain the fees earned by the reporter to the extent that they have been deposited as aforesaid and shall return to the depositor any amount deposited in excess thereof.

(b) For appeal. The Hawaiʻi Rules of Appellate Procedure relating to transcripts, including, when applicable, Exhibit A relating to child protective proceedings, shall govern requests for transcripts for purposes of appeal.

(Amended February 8, 1996, effective April 1, 1996; further amended April 18, 2011, effective nunc pro tunc September 27, 2010; further amended April 23, 2012, effective June 18, 2012.)

Rule 25.1. RECORDING OF TESTIMONY AND PROCEEDINGS.

(a) Preservation of testimony. Whenever a court reporter is not in attendance, the court shall order that the testimony and other matters required to be preserved by a reporter shall be preserved on tape or by such other device as may be appropriate. It is the responsibility of the court to see to it that the record so made is sufficiently clear to permit full transcription and truly discloses what occurred in the court, and that a log is kept with such particularity, and with such references to the record made on tape or by other device, as will enable the record to be reviewed and transcribed as occasion arises.

(b) Effect of certain terms; obtaining transcript. Whenever in Rule 25 or other rules of court, or in the provisions of Hawai‘i Revised Statutes, Section 606-13 relating to transcripts, reference is made to the report of the evidence or proceedings at a hearing or trial, or to the court reporter or official reporter, these terms and words of like import shall, if no court reporter was in attendance and the record has been preserved on tape or by other device, be deemed to refer to the record so preserved and to the chief clerk of the court except as otherwise provided. Upon the application of any person for preparation of a transcript of a record so preserved, the court shall direct the chief clerk to cause the transcript to be furnished in the regular order of cases so recorded or in such order as the court directs. Transcript fees shall be deposited as in other cases, and the chief clerk shall not be required to complete arrangements for transcribing the record until the required deposit is made.

(c) Preparation of transcript. A transcript in a case recorded as provided by this rule shall be prepared by a competent person approved by the court. Unless the court otherwise directs (1) the transcript shall be certified by the transcriber who, for this purpose, shall have the powers of a clerk of the court, and (2) the transcript fees shall be paid to the transcriber upon completion of the work.

Rule 26. ATTORNEY'S LIABILITY FOR COSTS: DISQUALIFICATION OF SURETIES.

(a) Liability for court costs. Attorneys shall be liable to the court for court costs incurred by their clients.

(b) Who may not be surety. No attorney or other officer or employee of the court shall become surety on any bond or undertaking in any action or proceeding in this court, unless authorized by the court.

(Amended February 8, 1996, effective April 1, 1996.)

Rule 27. PREPARATION OF MINUTES AND DEPOSIT OF EXHIBITS.

The court shall cause minutes to be prepared for its own use.

Immediately upon the conclusion of a proceeding, all exhibits shall be filed and noted on the docket sheet.

(Amended February 8, 1996, effective April 1, 1996.)

Rule 28. DISMISSAL FOR WANT OF SERVICE.

A diligent effort to effect service shall be made in all actions. An action or claim may be dismissed sua sponte with written notice to the plaintiff if no service is made within 12 months after the action or claim has been filed. Such dismissal may be set aside and the action or claim reinstated by order of the court for good cause shown upon motion duly filed not later than 10 days from the date of the order of dismissal.

(Amended February 8, 1996, effective April 1, 1996; further amended November 27, 2007, effective January 1, 2008; further amended November 1, 2010, effective January 1, 2011.)

Rule 29. DISMISSAL FOR WANT OF PROSECUTION IN DEFAULT CASES.

An action may be dismissed with prejudice sua sponte with written notice to the parties for want of prosecution where all defendants are in default and if the plaintiff fails to obtain entry of default or fails to apply for entry of judgment within 6 months after all defendants are in default. Such dismissal may be set aside and the action reinstated by order of the court for good cause shown upon motion duly filed not later than 10 days from the date of the order of dismissal.

(Amended November 27, 2007, effective January 1, 2008.)

Rule 30. QUESTIONS AND ADMISSIONS.

(a) Objection by party. The party objecting to a question shall serve an answer thereto within 10 days after receiving notice of the court's order overruling the objection, unless otherwise ordered by the court. Answers or objections to questions pursuant to Rule 33 of the District Court Rules of Civil Procedure shall identify and quote each question in full immediately preceding the statement of any answer or objection thereto. Motions to compel answers to specific questions shall also identify and quote each question or response in full or attach a copy thereof. Responses and objections to requests for admissions pursuant to Rule 36 of the District Court Rules of Civil Procedure shall identify and quote each request for admissions in full immediately preceding the statement of any answer or objection thereto.

(b) Form. Questions and requests for admissions served pursuant to Rule 33 and Rule 36, District Court Rules of Civil Procedure, shall provide reasonably sufficient space for the answer after each question or request. Two sets of the questions or requests for admissions shall be served upon the adverse party. Those questions shall not exceed 60 in number, counting any sub-parts or sub-questions as individual questions, without prior leave of court.

(Amended March 16, 1984, partly effective March 16, 1984, fully effective May 1, 1984; further amended, February 8, 1996, effective April 1, 1996; further amended December 6, 1996, effective December 6, 1996.)

Rule 31. PROCEEDINGS NOT GOVERNED BY DISTRICT COURT RULES OF CIVIL PROCEDURE.

(a) Procedure. Except as otherwise provided by statute or by other rules of court, where a civil proceeding is not governed by the District Court Rules of Civil Procedure:

(1) The proceeding shall be commenced by petition;

(2) The petition shall be verified by the oath of the petitioner, or someone on the petitioner's behalf, deposing to the best of the petitioner's knowledge and belief;

(3) Service of the petition and order to show cause and any other process or order shall be made as provided by the District Court Rules of Civil Procedure;

(4) A return to the petition shall be made within the time ordered by the court, and if it presents an issue of fact, shall be supported by oath;

(5) The court may designate and order that any one or more of the District Court Rules of Civil Procedure shall be applicable in such case.

(Amended February 8, 1996, effective April 1, 1996.)

Rule 32. RESERVED.

Rule 33. PROCEDURES IN THE DISTRICT COURT OF THE FIRST CIRCUIT FOR CRIMINAL AND TRAFFIC CASES.

This rule shall apply to criminal and traffic cases in the district court of the first circuit.

(a) Request for discovery; motion to compel discovery.

(1) If discovery is sought of the kinds of materials that would be discoverable in circuit court felony cases as of right pursuant to Rules 16(b) and 16(c) of the Hawai‘i Rules of Penal Procedure, a request for informal discovery shall be made directly to the opposing side within 21 days after the defendant's plea of not guilty, provided that the court for cause shown may extend the time for filing a request in a given case, and further provided that the administrative judge may by general order direct that in all criminal and traffic cases, or in specified types of cases, requests for discovery may be made within a given number of days exceeding 21 days after plea. A request for discovery shall be in writing, shall cite the authority for the discovery and shall list the specific materials being sought. Unless otherwise ordered, the request shall not be filed with the court.

(2) If a timely request for discovery is unsuccessful, a motion to compel discovery may be filed, showing materiality and reasonableness of the requested discovery pursuant to Rule 16(d) of the Hawai‘i Rules of Penal Procedure and seeking pursuant to that rule a discretionary order compelling discovery. Unless otherwise ordered for good cause shown, a motion to compel discovery shall establish that a previous timely request for discovery was made. The motion shall be filed within the time provided in subsection (b) of this rule.

(b) Pretrial motions governed by Rule 12 of the Hawai‘i Rules of Penal Procedure; time for filing.

(1) Pretrial motions in the nature of those motions enumerated in Rule 12(b) of the Hawai‘i Rules of Penal Procedure, such as but not limited to motions to compel discovery and motions to suppress, but not including motions in limine made at the date and time of trial of the matter, shall be made in writing and filed with the clerk of court, unless made orally with the permission of the court during another pretrial hearing in the case. In applying Rule 12(c) of the Hawai‘i Rules of Penal Procedure, which requires that pretrial motions shall be made within 21 days after arraignment unless otherwise directed by the court, the administrative judge may by general order direct that in all criminal and traffic cases, or in specified types of cases, pretrial motions may be made within a given number of days exceeding 21 days after the plea of not guilty.

(2) Pursuant to Rule 12(f) of the Hawai‘i Rules of Penal Procedure, failure by a party to make a pretrial motion within the time specified in Rule 12(c) of the Hawai‘i Rules of Penal Procedure, or within any additional time specified by general order of the administrative judge, or within an extension granted by the court in a specific case, shall constitute a waiver of any defenses, objections or requests required to be raised prior to trial, but the court for cause shown may grant relief from the waiver.

(c) Form and contents of pretrial motions and motions for continuance; service. All pretrial motions and motions for continuance lacking the concurrence and approval of opposing parties or their counsel shall be in writing and supported by affidavit, with a notice of hearing attached. Such motions shall be served on opposing counsel not less than 72 hours before the time specified for the hearing, unless a different time is fixed by order of the court. Such an order may for cause be made on ex-parte application. Any affidavits in support of the motion shall be served with the motion; and an opposing affidavit may be served not less than 24 hours preceding the hearing, unless the court permits service at some other time.

(d) Stipulated continuances of trial date. The administrative judge may by general order direct that stipulated motions for continuance filed up to a specified number of days prior to trial shall be deemed approved without the express approval or signature of the court. Stipulated motions for continuance filed after the date specified in any such general order shall be effective only if expressly approved by the court. Any stipulation for continuance shall comply with Rule 19(b) of these rules by specifying the currently scheduled trial date and by reciting the dates of any previous continuances.

(Added May 13, 1986, effective June 1, 1986.)

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[Next page is RDCH--17.]

APPENDIX A

*(Added October 21, 2005, effective January 1, 2006;
amended February 2, 2009, effective nunc pro tunc January 1, 2009.)*

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State of Hawai'i - Notice of Parking Infraction(s)
In the District Court of the First Circuit

CONSECUTIVE BARCODE

CITATION NO. 1DTP-09-XXXXXX

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the vehicle identified below was unlawfully parked in violation of the section(s) of the Hawai'i Revised Statutes (HRS), the Revised Ordinances of Honolulu (ROH), and/or the Hawai'i Administrative Rules (HAR) noted.

VEHICLE INFORMATION

LICENSE PLATE/VIN				STATE
MAKE	MODEL	TYPE	COLOR	YEAR
NAME OF OPERATOR/REGISTERED OWNER(S)				
OPERATOR LICENSE NUMBER				STATE
ADDRESS OF OPERATOR/REGISTERED OWNER(S) (Street Number and Name)				
CITY	STATE	ZIP CODE		
COMPANION CITATION(S)/NOTICE(S) (list citation no.)				

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month / Day / Year)	TIME	DISTRICT	BEAT
LOCATION OF INFRACTION(S)		METER NO.	

ISSUING OFFICER: If citing an Abandoned or Derelict Vehicle infraction, note the circumstances below. Otherwise, completion of DIAGRAM and COMMENTS sections are optional.

DIAGRAM - Vehicle should be represented by a

OFFICER'S COMMENTS

COURT

PARKING INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- ❑ HRS 290-12 (Abandoned / derelict) vehicle $160
- ❑ HRS 291-57(a)(1) No Display of Disabled Placard $260

ROH 10-1.2 Park Rules and Regulations

- ❑ (b)(5) Parking on Grass $35
- ❑ (g)(1) (Operate / Park / Stand) Motor Vehicle in Violation of Sign .. $35
- ❑ ROH 15-13.3 Parking Out of Stall $35
- ❑ ROH 15-13.5 (Stand / Park) Over 12" from Curb $35
- ❑ ROH 15-13.8 Abandoned Vehicle on Public Highway $160

ROH 15-14.1 (Stop / Stand / Park) Vehicle in Prohibited Place

- ❑ (a)(1) On Sidewalk $35
- ❑ (a)(2) (In Front / Within 4') of Driveway $35
- ❑ (a)(3) Within Intersection $35
- ❑ (a)(4) Within 10' of Fire Hydrant $35
- ❑ (a)(5) On Crosswalk $35
- ❑ (a)(7) Within 30' of (Flashing Beacon / Stop Sign) $35
- ❑ ROH 15-14.5 Parking where Prohibited by Sign $35
- ❑ ROH 15-14.8 Parking in Tow-Away Zone $50

ROH 15-15.1 (Stop / Stand / Park) in Loading Zone

- ❑ (a) Passenger Curb Loading Zone; Over 3 minutes $50
- ❑ (b) Freight Curb Loading Zone; No Permit $50
- ❑ ROH 15-15.4 (Stop / Stand / Park) at Bus Stop $35
- ❑ ROH 15-16.3 Parking (on School Grounds / in Public Parks) $50

ROH 15-22.11 On-Street Meter & Parking Violations

- ❑ (a) Exceeding 4-Hour Limit at (Honolulu Zoo Parking Lot / Mauka Side of Kalakaua Avenue) $35
- ❑ (b) Expired Meter $35
- ❑ (i) Parking in Tow Zone $50
- ❑ ROH 15-23.6 Off-Street Meter Violation $35

HRS 107-11 STATE PARKING RULES

- ❑ HAR 3-30-19(a) Expired Meter $40
- ❑ HAR 3-30-19(b) Unauthorized Parking Area $40

HRS 261-12 AIRPORT PARKING RULES

- ❑ HAR 19-15.1-8(a)(1) Prohibited Parking Area $35
- ❑ HAR 19-15.1-8(a)(3) Expired Meter $35
- ❑ HAR 19-15.1-8(a)(7) Unattended Vehicle $35
- ❑ HAR 19-15.1-9 Non-payment of Parking Fees $35

OTHER INFRACTION(S)

SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME	ID NO.
OFFICER'S SIGNATURE	DATE OF ISSUANCE

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction.

1D-V-136 (10/08)

COURT

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State of Hawai'i - Notice of Parking Infraction(s) In the District Court of the First Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF PARKING INFRACTION(S)

This Notice of Parking Infraction(s) (Notice) charges you with committing one or more civil traffic (parking) infractions. **YOU MUST ANSWER THIS NOTICE WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE by choosing Option 1, 2, or 3, below.** If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a registration stopper, preventing you from acquiring/renewing your motor vehicle registration, or from transferring title to the motor vehicle, until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY
If you admit committing the parking infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- **By Mail** – Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks or money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.

- **In Person** – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8:00 A.M. to 4:00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.

- **Via Internet** – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- **By Telephone** – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY
If you deny committing the parking infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Contest In Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. **DO NOT SUBMIT PAYMENT WITH YOUR HEARING REQUEST.** You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

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- **Contest By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. **DO NOT SUBMIT PAYMENT WITH YOUR WRITTEN STATEMENT.** You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES
If you admit committing the parking infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Mitigating Circumstances In Person** - If you request a hearing to explain mitigating circumstances in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. **DO NOT SUBMIT PAYMENT WITH YOUR HEARING REQUEST.** You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed.**

- **Explain Mitigating Circumstances By Written Statement** - If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. **DO NOT SUBMIT PAYMENT WITH YOUR WRITTEN STATEMENT.** You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18
Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

ADDRESSES FOR THE DISTRICT COURT OF THE FIRST CIRCUIT

HONOLULU
Traffic Violations Bureau
1111 Alakea Street
Honolulu, Hawai'i 96813

WAHIAWĀ
District Court, Wahiawā Division
1034 Kilani Avenue
Wahiawā, Hawai'i 96786

KĀNE'OHE
District Court, Kāne'ohe Division
45-939 Po'okela Street
Kāne'ohe, Hawai'i 96744

WAI'ANAE (Nānākuli)
District Court, Wai'anae Division
87-1784 Farrington Highway
Wai'anae, Hawai'i 96792

'EWA
District Court, 'Ewa Division
870 Fourth Street
Pearl City, Hawai'i 96782

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 538-5121, FAX: (808) 538-5233, TTY: (808) 539-4853, at least ten (10) working days before your proceeding, hearing, or appointment date.

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State of Hawai'i - Notice of Traffic Infraction(s)
In the District Court of the First Circuit

NONSECURITY BARCODE

CITATION NO. 1DTI-09-XXXXXX

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the named defendant did commit the civil traffic infraction(s) noted below.

OPERATOR INFORMATION

LAST NAME	REGISTERED OWNER ☐Y ☐N
FIRST NAME	MIDDLE INITIAL(S)
HOME ADDRESS (Street Number and Name)	
CITY	STATE / ZIP CODE
JUVENILE ☐Y☐N / PROV. LIC. ☐Y☐N	PARENT'S NAME (if juvenile operator)
OPERATOR LICENSE NO.	STATE / EXP. DATE (Month/Day/Year)
DATE OF BIRTH (Month/Day/Year)	HEIGHT / WEIGHT / HAIR COLOR / EYE COLOR
CLASS / CDL ☐Y☐N / RESTRICTIONS	U.S. CITIZEN ☐Y ☐N / SEX ☐M ☐F
CONTACT PHONE NUMBER(S)	SSN-Last 4 digits (optional, for identification purposes) XXX - XX - ___ ___ ___ ___ / MILITARY SERVICE ☐Y ☐N
EMPLOYER / SCHOOL / BRANCH OF SERVICE	

REGISTERED OWNER INFORMATION (if different from operator information)

LAST NAME	
FIRST NAME	MIDDLE INITIAL(S)
HOME ADDRESS (Street, City, State, Zip Code)	

VEHICLE INFORMATION

LICENSE PLATE/VIN	STATE	HAZ MAT ☐Y ☐N
MAKE / MODEL / TYPE / COLOR	YEAR	CMV ☐Y ☐N

TRAFFIC INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- ☐ HRS 249-2 Delinquent Vehicle Tax; (exp. ____) $70
- ☐ HRS 249-7(b) Vehicle License Plate (No / Obscured / Dirty) $70
- ☐ HRS 286-25 (No / Expired) Certificate of Inspection; (exp. ____) $70
- ☐ HRS 286-47(3) No Certificate of Registration in Vehicle $70
- ☐ HRS 286-85 No Reconstruction Permit $70
- ☐ HRS 286-116(a) No driver's license / insurance card on person $122
- ☐ HRS 291-11.6(a)(1) No Seat Belt; (Operator / Passenger 8-14 yrs old) $92
- ☐ HRS 291-11.6(a)(2) No Seat Belt; Front Seat Passenger 15+ yrs old $92
- ☐ HRS 291-21.5(a) Tinted Glaze Glass - Owner $287
- ☐ HRS 291C-32(a)(3)(A) Disregarding Red Signal $97
- ☐ HRS 291C-32(a)(3)(B) Prohibited Right Turn Against Red Signal $97
- ☐ HRS 291C-38 Disregarding (_____) Traffic Lane Lines $97
- ☐ HRS 291C-49(1) Unsafe Lane Change $97
- ☐ HRS 291C-63(b) Disregarding Stop Sign $97
- ☐ HRS 291C-101 Basic Speed Rule $97

HRS 291C-102(a)(1) Exceeding the Speed Limit

- ☐ 1-10 MPH Over Limit (_____ MPH over) ..... $_____
- ☐ 11-29 MPH Over Limit (_____ MPH over) ..... $_____
- ☐ HRS 431:10C-114 Failure to Surrender Reg./Plates ..... COURT

SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$

COURT

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month / Day / Year)	TIME	DISTRICT	BEAT

WEATHER	☐ CLEAR	☐ OVERCAST	☐ DRIZZLE	☐ RAIN
ROAD ☐ DRY	☐ WET	☐ CONCRETE	☐ ASPHALT	☐ DIRT
TRAFFIC	☐ LIGHT	☐ MEDIUM	☐ HEAVY	
LIGHTING	☐ DAWN	☐ DAYLIGHT	☐ DUSK	☐ DARKNESS

NO. OF OCCUPANTS:	ADULT MALE(S)	ADULT FEMALE(S)	CHILDREN

LOCATION OF VIOLATION
VANTAGE POINT
LANE OF TRAVEL
SIGN(S) POSTED

ACTUAL SPEED	POSTED SPEED	SPEED VIOLATION MEASURED BY ☐ PACE ☐ LASER ☐ RADAR

☐ I WAS CERTIFIED IN THE ABOVE DEVICE ☐ LASER DISTANCE _____

☐ DEVICE/SPEEDOMETER WAS ACCURATE, TESTED, & WORKING PROPERLY

COMPANION CITATION(S)/NOTICE(S) (list citation / notice no.)	ACCIDENT ☐Y ☐N	INJURY ☐Y ☐N
ACCIDENT REPORT NO.	PROPERTY DAMAGE ☐ MAJOR ($3,000+) ☐ MINOR	

OFFICER'S OBSERVATIONS (optional)

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME	ID NO.
OFFICER'S SIGNATURE	DATE OF ISSUANCE

DEFENDANT'S ACKNOWLEDGMENT: By signing below, I acknowledge service of this Notice. **I understand that my signature is not an admission of responsibility.**

X _____ ☐ DEFENDANT REFUSES TO SIGN

Defendant's Signature

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction.

If you are a **"PROVISIONAL LICENSE HOLDER"** or if the word **"COURT"** is listed next to an infraction that you are charged with committing, you are hereby directed to appear before the District Court of the First Circuit on the date and at the time and location designated below *(see reverse side for address)* to answer the charge(s). Failure to obey this Notice and Summons may result in a fine, imprisonment, arrest on other charges, and/or other penalties.

SUMMONS

COURT LOCATION (see addresses on reverse side)

☐ HONOLULU ☐ KĀNE'OHE ☐ 'EWA ☐ WAHIAWĀ ☐ WAI'ANAE

DATE	TIME	COURTROOM

1D-V-135 (10/08)

COURT

GLUE LINE

PERF

GLUE LINE

PERF

State of Hawai'i - Notice of Traffic Infraction(s)
In the District Court of the First Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF TRAFFIC INFRACTION(S)

This Notice of Traffic Infraction(s) (Notice) charges you with committing one or more civil traffic infractions. **IF YOU ARE A "PROVISIONAL LICENSE HOLDER" OR IF THE WORD "COURT" IS LISTED NEXT TO AN INFRACTION THAT YOU ARE CHARGED WITH COMMITTING, YOU MUST APPEAR BEFORE THE DISTRICT COURT OF THE FIRST CIRCUIT ON THE DATE AND AT THE TIME AND LOCATION DESIGNATED IN THE SUMMONS ON THE FRONT OF THIS NOTICE. Failure to appear in court as summoned may result in your arrest for other offenses and/or imposition of other penalties, including fines, court costs, fees, and imprisonment.**

If you are charged with committing an infraction with a listed monetary assessment, you must answer this Notice within 21 calendar days from the date of this Notice by choosing Option 1, 2, or 3, below. If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a license stopper, preventing you from acquiring/renewing your driver's license until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY
If you admit committing the traffic infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- **By Mail** – Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks or money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.
- **In Person** – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8:00 A.M. to 4:00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.
- **Via Internet** – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.
- **By Telephone** – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY
If you deny committing the traffic infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Contest In Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. **DO NOT SUBMIT PAYMENT WITH YOUR HEARING REQUEST.** You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.
- **Contest By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. **DO NOT SUBMIT PAYMENT WITH YOUR WRITTEN STATEMENT.** You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

FOLD

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES
If you admit committing the traffic infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Mitigating Circumstances In Person** - If you request a hearing to explain mitigating circumstances in person, the court will notify you in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. **DO NOT SUBMIT PAYMENT WITH YOUR HEARING REQUEST.** You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed.**
- **Explain Mitigating Circumstances By Written Statement** - If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. **DO NOT SUBMIT PAYMENT WITH YOUR WRITTEN STATEMENT.** You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18
Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

INFORMATION ABOUT YOUR PRIVACY
Disclosure of the last four digits of your social security number (SSN) on this Notice is optional. The last four digits of your SSN will be used for identification purposes in administering state and federal driver's license and motor vehicle laws.

ADDRESSES FOR THE DISTRICT COURT OF THE FIRST CIRCUIT

HONOLULU
Traffic Violations Bureau
1111 Alakea Street
Honolulu, Hawai'i 96813

WAHIAWĀ
District Court, Wahiawā Division
1034 Kilani Avenue
Wahiawā, Hawai'i 96786

KĀNE'OHE
District Court, Kāne'ohe Division
45-939 Po'okela Street
Kāne'ohe, Hawai'i 96744

WAI'ANAE (Nānākuli)
District Court, Wai'anae Division
87-1784 Farrington Highway
Wai'anae, Hawai'i 96792

'EWA
District Court, 'Ewa Division
870 Fourth Street
Pearl City, Hawai'i 96782

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 538-5121, FAX: (808) 538-5233, TTY: (808) 539-4853, at least ten (10) working days before your proceeding, hearing, or appointment date.

STRATACOM

TEAR FROM THIS PERFORATION FIRST

BINDING STUB
PERF

PERF

FOLD

State of Hawai'i - Notice of Parking Infraction(s)
In the District Court of the Second Circuit

NONSELECTIVE BAR CODE

CITATION NO. 1DTP-08-161050

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the vehicle identified below was unlawfully parked in violation of the section(s) of the Hawai'i Revised Statutes (HRS), the Code of the County of Maui (CCM), and/or the Hawai'i Administrative Rules (HAR) noted below.

VEHICLE INFORMATION

LICENSE PLATE/VIN				STATE
MAKE	MODEL	TYPE	COLOR	YEAR
NAME OF OPERATOR/REGISTERED OWNER(S)				
OPERATOR LICENSE NUMBER				STATE
ADDRESS OF OPERATOR/REGISTERED OWNER(S) (Street Number and Name)				
CITY	STATE	ZIP CODE		
COMPANION CITATION(S)/NOTICE(S) (list citation no.)				

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month / Day / Year)	TIME	DISTRICT	BEAT
LOCATION OF INFRACTION(S)			METER NO.

ISSUING OFFICER: If citing an Abandoned or Derelict Vehicle infraction, note the circumstances below. Otherwise, completion of DIAGRAM and COMMENTS sections are optional.

DIAGRAM - Vehicle should be represented by a ⊠>

OFFICER'S COMMENTS

COURT

PARKING INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- ❑ HRS 290-12 (Abandoned / Derelict) vehicle $160
- ❑ HRS 291-57(a)(1) No Display of Disabled Placard $260

CCM 10.48.030 Parking Vehicle in Prohibited Place
- ❑ (A)(1) On Sidewalk $35
- ❑ (A)(2) Within 4' of Driveway $35
- ❑ (A)(3) Within Intersection $35
- ❑ (A)(4) Within 10' of Fire Hydrant $35
- ❑ (A)(5) On Crosswalk $35
- ❑ (A)(6) Within 20' of Crosswalk $35
- ❑ (A)(7) Within 30' of (Flashing Beacon / Stop Sign) $35
- ❑ (A)(8) Within 75' of Traffic Control Signal $35
- ❑ (A)(13) Where Prohibited by Posted Sign $35

- ❑ CCM 10.48.095 Parking Overtime; 120 min $35
- ❑ CCM 10.48.096 Parking Overtime; 180 min $35
- ❑ CCM 10.48.105 (A) Unauthorized Parking in Disabled Person Stall $260
- ❑ CCM 10.48.120 Parking Outside of Stall $35
- ❑ CCM 10.48.130 Parked (Over 12" From Roadway Edge / Facing Oncoming Traffic) $35

CCM 10.48.160 Prohibited Parking
- ❑ (A) To Display Vehicle for (Rent / Sale) $35
- ❑ (B) To (Wash / Grease / Repair) Vehicle $35

- ❑ CCM 10.48.180 Unattended Vehicle / Motor Running / Keys in Ignition .. $35
- ❑ CCM 10.48.220 Tow Away Zone $50
- ❑ CCM 10.56A.010 Parking in Loading Zone $50
- ❑ CCM 10.76.010 Parking Overtime in County Building Lot Adjacent to S. High Street, Wailuku, 120 min $60

CCM 10.76.050 Prohibited Parking Within Lahaina Prison Street Lot
- ❑ (A) In Designated Bus Stall $60
- ❑ (B) Parking Overtime $60

- ❑ CCM 10.76.060 Park Overtime in Wailuku Municipal Parking Lot, 120 min $60

HRS 107-11 STATE PARKING RULES
- ❑ HAR 3-30-19(a) Expired Meter $40
- ❑ HAR 3-30-19(b) Unauthorized Parking Area $40

HRS 261-12 AIRPORT PARKING RULES
- ❑ HAR 19-15.1-8(a)(1) Prohibited Parking Area $35
- ❑ HAR 19-15.1-8(a)(2) Parking Overtime $35
- ❑ HAR 19-15.1-8(a)(7) Unattended Vehicle $35

OTHER INFRACTION(S)

SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME	ID NO.
OFFICER'S SIGNATURE	DATE OF ISSUANCE

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction.

2D-V-053 (10/08)

COURT

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State of Hawai'i - Notice of Parking Infraction(s) In the District Court of the Second Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF PARKING INFRACTION(S)

This Notice of Parking Infraction(s) (Notice) charges you with committing one or more civil traffic (parking) infractions. **YOU MUST ANSWER THIS NOTICE WITHIN 21 DAYS FROM THE DATE OF THIS NOTICE by choosing Option 1, 2, or 3, below.** If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a registration stopper, preventing you from acquiring/ renewing your motor vehicle registration, or from transferring title to the motor vehicle, until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY

If you admit committing the parking infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- **By Mail** – Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.

- **In Person** – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8 00 A.M. to 4 00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.

- **Via Internet** – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- **By Telephone** – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY

If you deny committing the parking infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **In Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

FOLD

- **By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES

If you admit committing the parking infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Mitigating Circumstances In Person** - If you request a hearing to explain mitigating circumstances in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed.**

- **Explain Mitigating Circumstances By Written Statement** - If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18

Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

ADDRESSES FOR THE DISTRICT COURT OF THE SECOND CIRCUIT

WAILUKU
Wailuku Division
2145 Main Street, Suite 137
Wailuku, Hawai'i 96793-1679

LĀNA'I
Lānai Division
(P.O. Box 631376),
731 Lāna'i Avenue, #131
Lāna'i City, Hawai'i 96763-1376

LAHAINA
Lahaina Division
1870 Honoapi'ilani Hwy.
Lahaina, Hawai'i 96761-1856

MOLOKA'I
Moloka'i Division
(P.O. Box 284), 55 Makaena St.
Kaunakakai, Hawai'i 96748-0284

HĀNA
Hāna Cultural Center
4974 Uakea Road
Hāna, Hawai'i 96761-1856

HĀNA
Hāna Cultural Center
c/o 1870 Honoapi'ilani Hwy.
Lahaina, Hawai'i 96761-1856

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 244-2800, FAX: (808) 244-2849, TTY: (808) 244-2889, at least ten (10) working days before your proceeding, hearing, or appointment date.

STRATACOM

TEAR FROM THIS PERFORATION FIRST

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State of Hawai'i - Notice of Traffic Infraction(s)
In the District Court of the Second Circuit

CONSECUTIVE BARCODE

CITATION NO. 1DTP-08-161050

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the named defendant did commit the civil traffic infraction(s) noted below.

OPERATOR INFORMATION

STATE	OPERATOR LICENSE NO.	DATE OF BIRTH (Month/Day/Year)	EXP. DATE (Month/Day/Year)

HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR	SEX	U.S. CITIZEN
				❑ M ❑ F	❑ Y ❑ N

ISSUE DATE	CLASS	RESTRICTION(S)	CDL
			❑ Y ❑ N

LAST NAME	REGISTERED OWNER
	❑ Y ❑ N

FIRST NAME	MIDDLE INITIAL(S)

ADDRESS (Street, City, State, Zip Code)

JUVENILE	PROV. LIC.	PARENT'S NAME (if juvenile operator)
❑ Y ❑ N	❑ Y ❑ N	

CONTACT PHONE NUMBER(S)	SSN-Last 4 digits (optional, for identification purposes) XXX - XX - ___ ___ ___ ___	MILITARY SERVICE
		❑ Y ❑ N

EMPLOYER/SCHOOL/BRANCH OF SERVICE	JOB TITLE/YR IN SCHOOL/RANK

REGISTERED OWNER INFORMATION (if different from operator information)

LAST NAME	FIRST NAME	M. I.

ADDRESS (Street, City, State, Zip Code)

VEHICLE INFORMATION

LICENSE PLATE/VIN	STATE	HAZ MAT
		❑ Y ❑ N

MAKE	MODEL	TYPE	COLOR	YEAR	CMV
					❑ Y ❑ N

TRAFFIC INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- ❑ HRS 249-2 Delinquent Vehicle Tax; (exp._____) $70
- ❑ HRS 249-7b (No / Obstructed / Unclean) License Plate;(Front / Rear) . $70
- ❑ HRS 249-11(a) Fraudulent Use of (Plates / Tags / Emblems) $280
- ❑ HRS 286-25 (No / Expired) Certificate of Inspection; (exp._____) .. $70
- ❑ HRS 286-47(3) No Certificate of Registration in Vehicle $70
- ❑ HRS 286-102.6 Violation of Provisional License Requirements ..... COURT
- ❑ HRS 286-110(d) No Licensed Driver Present $147
- ❑ HRS 286-116(a) No (License / Insurance Card) on Person $122
- ❑ HRS 291-11.5(a)(1) No Child Passenger Restraint (under 4 yrs old) ..... COURT
- ❑ HRS 291-11.5(a)(2) No Child Safety Seat / Booster Seat (4-7 yrs old) .... COURT
- ❑ HRS 291-11.6(a)(1) No Seat Belt; (Operator / Passenger 8-14 yrs old) $92
- ❑ HRS 291-11.6(a)(2) No Seat Belt; Front Seat Passenger 15+ yrs old $92
- ❑ HRS 291-21.5(a) Tinted Glaze Glass - Owner $287
- ❑ HRS 291C-14 Duty to (Give Information / Render Aid) $247
- ❑ HRS 291C-15 Duty Upon Striking Unattended (Vehicle / Property) $247
- ❑ HRS 291C-32(a)(3)(A) Disregarding Red Signal $97
- ❑ HRS 291C-38 Disregarding (_____) Traffic Lane Lines $97
- ❑ HRS 291C-41 Driving on Left Side of Roadway $97
- ❑ HRS 291C-63(b) Disregarding Stop Sign $97
- HRS 291C-102(a)(1) Exceeding the Speed Limit
  - ❑ 1-10 MPH Over Limit (_____ MPH over) ..... $_____
  - ❑ 11-29 MPH Over Limit (_____ MPH over) .... $_____
- ❑ HRS 291C-104 Speeding in (School Zone / Construction Area) $297
- ❑ HRS 291C-131(a) Vehicle Not (Constructed / Covered / Loaded) to Prevent Load From Spilling on Highway ..... COURT

SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$

COURT

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month / Day / Year)	TIME	DISTRICT	BEAT

WEATHER	❑ CLEAR	❑ OVERCAST	❑ DRIZZLE	❑ RAIN
ROAD ❑ DRY	❑ WET	❑ CONCRETE	❑ ASPHALT	❑ DIRT
TRAFFIC	❑ LIGHT	❑ MEDIUM	❑ HEAVY	
LIGHTING	❑ DAWN	❑ DAYLIGHT	❑ DUSK	❑ DARKNESS

NO. OF OCCUPANTS:	ADULT MALE(S)	ADULT FEMALE(S)	CHILDREN

LOCATION OF VIOLATION	VANTAGE POINT	SIGN(S) POSTED
		❑ Y ❑ N

ACTUAL SPEED	POSTED SPEED	SPEED VIOLATION MEASURED BY
		❑ PACE ❑ LASER ❑ RADAR

❑ I WAS CERTIFIED IN THE ABOVE DEVICE ❑ LASER DISTANCE _____
❑ DEVICE/SPEEDOMETER WAS ACCURATE, TESTED, & WORKING PROPERLY

COMPANION CITATION(S)/NOTICE(S) (list citation / notice no.)	ACCIDENT	INJURY
	❑ Y ❑ N	❑ Y ❑ N

PROPERTY DAMAGE	REPORT NO.
❑ MAJOR ($3,000+) ❑ MINOR	

OFFICER'S OBSERVATIONS (optional)

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME	ID NO.
OFFICER'S SIGNATURE	DATE OF ISSUANCE

DEFENDANT'S ACKNOWLEDGMENT: By signing below, I acknowledge service of this Notice. **I understand that my signature is not an admission of responsibility.**

X _____ ❑ DEFENDANT REFUSES TO SIGN
Defendant's Signature

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction.

If you are a **"PROVISIONAL LICENSE HOLDER"** or if the word **"COURT"** is listed next to an infraction that you are charged with committing, you are hereby directed to appear before the District Court of the Second Circuit on the date and at the time and location designated below *(see reverse side for address)* to answer the charge(s). Failure to obey this Notice and Summons may result in a fine, imprisonment, arrest on other charges, and/or other penalties.

SUMMONS

COURT LOCATION (see addresses on reverse side)
❑ WAILUKU ❑ LAHAINA ❑ HĀNA ❑ LĀNA'I ❑ MOLOKA'I

DATE	TIME	COURTROOM

COURT

2D-V-052 (10/08)

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State of Hawai'i - Notice of Traffic Infraction(s)
In the District Court of the Second Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF TRAFFIC INFRACTION(S)

This Notice of Traffic Infraction(s) (Notice) charges you with committing one or more civil traffic infractions. **IF THE WORD "COURT" IS LISTED NEXT TO AN INFRACTION THAT YOU ARE CHARGED WITH COMMITTING, YOU MUST APPEAR BEFORE THE DISTRICT COURT OF THE SECOND CIRCUIT ON THE DATE AND AT THE TIME AND LOCATION DESIGNATED IN THE SUMMONS ON THE FRONT OF THIS NOTICE. Failure to appear in court as summoned may result in your arrest for other offenses and/or imposition of other penalties, including fines, court costs, fees, and imprisonment.**

If you are charged with committing an infraction with a listed monetary assessment, you must answer this Notice within 21 calendar days from the date of this Notice by choosing Option 1, 2, or 3, below. If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a license stopper, preventing you from acquiring/renewing your driver's license until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY
If you admit committing the traffic infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- **By Mail** – Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks or money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.

- **In Person** – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8 00 A.M. to 4 00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.

- **Via Internet** – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- **By Telephone** – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY
If you deny committing the traffic infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **In Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

- **Contest By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

FOLD

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES
If you admit committing the traffic infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Mitigating Circumstances In Person** - If you request a hearing to explain mitigating circumstances in person, the court will notify you in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed.**

- **Explain Mitigating Circumstances By Written Statement** - If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18
Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

INFORMATION ABOUT YOUR PRIVACY
Disclosure of the last four digits of your social security number (SSN) on this Notice is optional. The last four digits of your SSN will be used for identification purposes in administering state and federal driver's license and motor vehicle laws.

ADDRESSES FOR THE DISTRICT COURT OF THE SECOND CIRCUIT

WAILUKU
Wailuku Division
2145 Main Street, Suite 137
Wailuku, Hawai'i 96793-1679

LAHAINA
Lahaina Division
1870 Honoapi'ilani Hwy.
Lahaina, Hawai'i 96761-1856

HĀNA
Hāna Cultural Center
4974 Uakea Road
Hāna, Hawai'i 96713

LĀNA'I
Lānai Division
(P.O. Box 631376)
731 Lāna'i Ave., #131
Lāna'i City, Hawai'i 96763-1376

MOLOKA'I
Moloka'i Division
(P.O. Box 284), 55 Makaena St.
Kaunakakai, Hawai'i 96748-0284

HĀNA
Hāna Cultural Center
c/o 1870 Honoapi'ilani Hwy.
Lahaina, Hawai'i 96761-1856

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 244-2800, FAX: (808) 244-2849, TTY: (808) 244-2889, at least ten (10) working days before your proceeding, hearing, or appointment date.

STRATACOM

TEAR FROM THIS PERFORATION FIRST

BINDING STUB

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State of Hawai'i - Notice of Parking Infraction(s) In the District Court of the Third Circuit

CITATION NO. 1DTP-08-161050

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the vehicle identified below was unlawfully parked in violation of the section(s) of the Hawai'i Revised Statutes (HRS), the Hawai'i County Code (HCC), and/or the Hawai'i Administrative Rules (HAR) noted below.

VEHICLE INFORMATION

LICENSE PLATE/VIN				STATE
MAKE	MODEL	TYPE	COLOR	YEAR
NAME OF OPERATOR/REGISTERED OWNER(S)				
OPERATOR LICENSE NUMBER	STATE	MILITARY SERVICE ❑ YES ❑ NO		
ADDRESS OF OPERATOR/REGISTERED OWNER(S) (Street, City, State, Zip Code)				
COMPANION CITATION(S)/NOTICE(S) (list citation no.)				

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month / Day / Year)	TIME	DISTRICT	BEAT
LOCATION OF INFRACTION(S)		METER NO.	

ISSUING OFFICER: If citing an Abandoned or Derelict Vehicle infraction, note the circumstances below. Otherwise, completion of DIAGRAM and COMMENTS sections are optional.

DIAGRAM - Vehicle should be represented by a ⌧>

OFFICER'S COMMENTS

COURT

PARKING INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- ❑ HRS 290-12 (Abandoned / Derelict) Vehicle $160
- ❑ HRS 291-57(a)(1) No Display of Disabled Placard $260
- HCC 24-189 (Stop / Stand / Park) Vehicle in Prohibited Place
  - ❑ (a)(1) Double Parking $35
  - ❑ (a)(2) On Sidewalk $35
  - ❑ (a)(3) Within Intersection $35
  - ❑ (a)(4) On Crosswalk $35
  - ❑ (a)(5) Within Safety Zone $35
  - ❑ (a)(6) Obstructing Traffic $35
  - ❑ (a)(8) Prohibited by (Sign / Marking) $35
- ❑ HCC 24-190 (Picking up / Discharging) Passengers $35
- ❑ HCC 24-192 Parking Not to Obstruct Traffic $35
- ❑ HCC 24-195 Time-Limit Parking Zones $35
- ❑ HCC 24-196 No Parking Zone $35
- ❑ HCC 24-197 Parking Prohibited During Certain Hours $35
- HCC 24-198 Manner of Parking
  - ❑ (b) Out of Stall $35
  - ❑ (c) Outside of Designated Space on (City / Street) block $35
- ❑ HCC 24-202 (Stop / Stand / Park) on Federal-Aid Highway $50
- HCC 24-203 Parking on Roadway
  - ❑ (a)(1) (Over 12" From Curb / Not Facing Flow of Traffic $50
  - ❑ (a)(2) (Not on Roadway Shoulder / Out of Designated Stall) $50
- ❑ HCC 24-209 Standing in Freight Loading Zone $50

HRS 107-11 STATE PARKING RULES

- ❑ HAR 3-30-19(a) Expired Meter $40
- ❑ HAR 3-30-19(b) Unauthorized Parking Area $40

HRS 261-12 AIRPORT PARKING RULES

- ❑ HAR 19-15.1-8(a)(1) Prohibited Parking Area $35
- ❑ HAR 19-15.1-8(a)(2) Parking Overtime $35
- ❑ HAR 19-15.1-8(a)(3) Expired Meter $35
- ❑ HAR 19-15.1-8(a)(4) Double Parking $35
- ❑ HAR 19-15.1-8(a)(5) Abandoned Vehicle $260
- ❑ HAR 19-15.1-8(a)(6) Blocking Access $35
- ❑ HAR 19-15.1-8(a)(7) Unattended Vehicle $35
- ❑ HAR 19-15.1-8(b) Parking to (Wash / Repair) Vehicle $35
- ❑ HAR 19-15.1-9 Non-payment of Parking Fees $35

OTHER INFRACTION(S)

SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME	ID NO.
OFFICER'S SIGNATURE	DATE OF ISSUANCE

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction.

3D-V-048 (10/08)

COURT

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State of Hawai'i - Notice of Parking Infraction(s) In the District Court of the Third Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF PARKING INFRACTION(S)

This Notice of Parking Infraction(s) (Notice) charges you with committing one or more civil traffic (parking) infractions. **YOU MUST ANSWER THIS NOTICE WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE by choosing Option 1, 2, or 3, below.** If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a registration stopper, preventing you from acquiring/renewing your motor vehicle registration, or from transferring title to the motor vehicle, until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY
If you admit committing the parking infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- **By Mail** – Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks or money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.

- **In Person** – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8:00 A.M. to 4:00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.

- **Via Internet** – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- **By Telephone** – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY
If you deny committing the parking infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Contest In Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

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- **Contest By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES
If you admit committing the parking infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Mitigating Circumstances In Person** - If you request a hearing to explain mitigating circumstances in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed.**

- **Explain Mitigating Circumstances By Written Statement** - If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18
Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

ADDRESSES FOR THE DISTRICT COURT OF THE THIRD CIRCUIT

HILO DIVISION
Hale Kaulike
777 Kilauea Avenue
Hilo, Hawai'i 96720
Mail: P.O. Box 4879
Hilo, Hawai'i 96720-0879

PUNA DIVISION
16-200 Pili Mua Street
Kea'au, Hawai'i 96749
Mail: P.O. Box 4879
Hilo, Hawai'i 96720-0879

N & S KONA DIVISION
79-1020 Haukapila Street
Kealakekua, Hawai'i 96750
Mail: 79-1020 Haukapila Street
Kealakekua, Hawai'i 96750

KA'Ū DIVISION
95-5669 Mamalahoa Highway
Na'alehu, Hawai'i 96772
Mail: 79-1020 Haukapila Street
Kealakekua, Hawai'i 96750

HĀMAKUĀ DIVISION
45-3362 Mamane Street
Honoka'a, Hawai'i 96727
Mail: 67-5187 Kamamalu Street
Kamuela, Hawai'i 96743-8439

SOUTH KOHALA DIVISION
Waimea Civic Center
67-5187 Kamamalu Street
Kamuela, Hawai'i 96743
Mail: 67-5187 Kamamalu Street
Kamuela, Hawai'i 96743-8439

NORTH KOHALA DIVISION
54-3900 Kapa'au Road
Kapa'au, Hawai'i 96755
Mail: 67-5187 Kamamalu Street
Kamuela, Hawai'i 96743-8439

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 961-7424, FAX: (808) 961-7416, TTY: (808) 961-7422, at least ten (10) working days before your proceeding, hearing, or appointment date.

STRATACOM

TEAR FROM THIS PERFORATION FIRST

BINDING STUB

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State of Hawai'i - Notice of Traffic Infraction(s)
In the District Court of the Third Circuit

CONSECUTIVE NO. CODE

CITATION NO. 1DTP-08-161050

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the named defendant did commit the civil traffic infraction(s) noted below.

OPERATOR INFORMATION

LAST NAME	REGISTERED OWNER ☐ YES ☐ NO
FIRST NAME	MIDDLE INITIAL(S)
HOME ADDRESS (Street, City, State, Zip Code)	
MAILING ADDRESS (Street, City, State, Zip Code)	
JUVENILE* ☐ YES ☐ NO / PROV. LIC. ☐ Y ☐ N	PARENT'S NAME (if juvenile operator)
STATE / OPERATOR LICENSE NO.	DATE OF BIRTH (Month / Day / Year)

EXP. DATE	HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR
SEX ☐ M ☐ F	CLASS	CDL ☐ YES ☐ NO	RESTRICTIONS	U.S. CITIZEN ☐ YES ☐ NO

ETHNICITY (optional)	SSN-Last 4 digits (optional, for identification purposes) XXX - XX - ___ ___ ___ ___

HOME PHONE	MOBILE PHONE	BUSINESS PHONE

EMPLOYER / SCHOOL / BRANCH OF SERVICE / UNIT	MILITARY SERVICE ☐ YES ☐ NO
BUSINESS / MILITARY ADDRESS (Street, City, State, Zip Code)	

REGISTERED OWNER INFORMATION (if different from operator information)

LAST NAME	
FIRST NAME	MIDDLE INITIAL(S)
MAILING ADDRESS (Street, City, State, Zip Code)	

VEHICLE INFORMATION

LICENSE PLATE/VIN	STATE	HAZ MAT ☐ YES ☐ NO

MAKE	MODEL	TYPE	COLOR	YEAR	CMV ☐ YES ☐ NO

TRAFFIC INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- ☐ HRS 249-2 Delinquent Vehicle Tax; (exp. _____) $70
- ☐ HRS 286-25 (No / Expired) Certificate of Inspection; (exp. _____) $70
- ☐ HRS 286-102.6 Violation of Provisional License Requirements ..... COURT
- ☐ HRS 286-110(d) No Licensed Driver Present $147
- ☐ HRS 291-11.5(a)(1) No Child Passenger Restraint (under 4 yrs old) ..... COURT
- ☐ HRS 291-11.5(a)(2) No Child Safety Seat / Booster Seat (4-7 yrs old) ..... COURT
- ☐ HRS 291-11.6(a)(1) No Seat Belt; (Operator / Passenger 8-14 yrs old) $92
- ☐ HRS 291-11.6(a)(2) No Seat Belt; Front Seat Passenger 15+ yrs old $92
- ☐ HRS 291C-32(a)(3)(A) Disregarding Red Signal $97
- ☐ HRS 291C-38 Disregarding (_____) Traffic Lane Lines $97
- ☐ HRS 291C-44 Overtaking Vehicle on Right Shoulder of Road $97
- ☐ HRS 291C-47(b) No-Passing Zone $97
- ☐ HRS 291C-63(b) Disregarding Stop Sign $97
- ☐ HRS 291C-101 Basic Speed Rule $97

HRS 291C-102(a)(1) Exceeding the Speed Limit

- ☐ 1-10 MPH Over Limit (_____ MPH over) ..... $_____
- ☐ 11-29 MPH Over Limit (_____ MPH over) ..... $_____

SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$

COURT

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month / Day / Year)	TIME	DISTRICT	BEAT

WEATHER	☐ CLEAR	☐ OVERCAST	☐ DRIZZLE	☐ RAIN
ROAD ☐ DRY	☐ WET	☐ CONCRETE	☐ ASPHALT	☐ DIRT
TRAFFIC	☐ LIGHT	☐ MEDIUM	☐ HEAVY	
LIGHTING	☐ DAWN	☐ DAYLIGHT	☐ DUSK	☐ DARKNESS

NO. OF OCCUPANTS:	ADULT MALE(S)	ADULT FEMALE(S)	CHILDREN

LOCATION OF VIOLATION
VANTAGE POINT
LANE OF TRAVEL
SIGN(S) POSTED

ACTUAL SPEED	POSTED SPEED	SPEED VIOLATION MEASURED BY ☐ PACE ☐ LASER ☐ RADAR

☐ I WAS CERTIFIED IN THE ABOVE DEVICE ☐ LASER DISTANCE _____

☐ DEVICE/SPEEDOMETER WAS ACCURATE, TESTED, & WORKING PROPERLY

COMPANION CITATION(S)/NOTICE(S) (list citation / notice no.)	ACCIDENT ☐ YES ☐ NO	INJURY ☐ YES ☐ NO

PROPERTY DAMAGE ☐ MAJOR ($3,000+) ☐ MINOR	REPORT NO.

OFFICER'S OBSERVATIONS (optional)

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME	ID NO.
OFFICER'S SIGNATURE	DATE OF ISSUANCE

DEFENDANT'S ACKNOWLEDGMENT: By signing below, I acknowledge service of this Notice. I understand that my signature is not an admission of responsibility.

X _____ Defendant's Signature ☐ DEFENDANT REFUSES TO SIGN

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction.

If you are a **"PROVISIONAL LICENSE HOLDER"** or if the word **"COURT"** is listed next to an infraction that you are charged with committing, you are hereby directed to appear before the District Court of the Third Circuit on the date and at the time and location designated below *(see reverse side for address)* to answer the charge(s). Failure to obey this Notice and Summons may result in a fine, imprisonment, arrest on other charges, and other penalties.

SUMMONS

COURT LOCATION (see addresses on reverse side)

☐ HILO ☐ PUNA ☐ HÂMAKUÂ ☐ N KOHALA ☐ S KOHALA ☐ N & S KONA ☐ KA'Ū

DATE	TIME	COURTROOM

3D-V-047 (10/08)

COURT

GLUE LINE

PERF

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State of Hawai'i - Notice of Traffic Infraction(s)
In the District Court of the Third Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF TRAFFIC INFRACTION(S)

This Notice of Traffic Infraction(s) (Notice) charges you with committing one or more civil traffic infractions. **IF THE WORD "COURT" IS LISTED NEXT TO AN INFRACTION THAT YOU ARE CHARGED WITH COMMITTING, YOU MUST APPEAR BEFORE THE DISTRICT COURT OF THE THIRD CIRCUIT ON THE DATE AND AT THE TIME AND LOCATION DESIGNATED IN THE SUMMONS ON THE FRONT OF THIS NOTICE. Failure to appear in court as summoned may result in your arrest for other offenses and/or imposition of other penalties, including fines, court costs, fees, and imprisonment.**

If you are charged with committing an infraction with a listed monetary assessment, you must answer this Notice within 21 calendar days from the date of this Notice by choosing Option 1, 2, or 3, below. If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a license stopper, preventing you from acquiring/renewing your driver's license until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY
If you admit committing the traffic infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- **By Mail** – Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks or money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.

- **In Person** – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8:00 A.M. to 4:00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.

- **Via Internet** – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- **By Telephone** – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY
If you deny committing the traffic infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Contest In Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

FOLD

- **Contest By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES
If you admit committing the traffic infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Mitigating Circumstances In Person** - If you request a hearing to explain mitigating circumstances in person, the court will notify you in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed.**

- **Explain Mitigating Circumstances By Written Statement** - If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18
Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

INFORMATION ABOUT YOUR PRIVACY
Disclosure of the last four digits of your social security number (SSN) on this Notice is optional. The last four digits of your SSN will be used for identification purposes in administering state and federal driver's license and motor vehicle laws.

ADDRESSES FOR THE DISTRICT COURT OF THE THIRD CIRCUIT

HILO DIVISION
Hale Kaulike
777 Kilauea Avenue
Hilo, Hawai'i 96720
Mail: P.O. Box 4879
Hilo, Hawai'i 96720-0879

PUNA DIVISION
16-200 Pili Mua Street
Kea'au, Hawai'i 96749
Mail: P.O. Box 4879
Hilo, Hawai'i 96720-0879

N & S KONA DIVISION
79-1020 Haukapila Street
Kealakekua, Hawai'i 96750
Mail: 79-1020 Haukapila Street
Kealakekua, Hawai'i 96750

KA'Ū DIVISION
95-5669 Mamalahoa Highway
Na'alehu, Hawai'i 96772
Mail: 79-1020 Haukapila Street
Kealakekua, Hawai'i 96750

HĀMAKUĀ DIVISION
45-3362 Mamane Street
Honoka'a, Hawai'i 96727
Mail: 67-5187 Kamamalu Street
Kamuela, Hawai'i 96743-8439

SOUTH KOHALA DIVISION
Waimea Civic Center
67-5187 Kamamalu Street
Kamuela, Hawai'i 96743
Mail: 67-5187 Kamamalu Street
Kamuela, Hawai'i 96743-8439

NORTH KOHALA DIVISION
54-3900 Kapa'au Road
Kapa'au, Hawai'i 96755
Mail: 67-5187 Kamamalu Street
Kamuela, Hawai'i 96743-8439

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 961-7424, FAX: (808) 961-7416, TTY: (808) 961-7422, at least ten (10) working days before your proceeding, hearing, or appointment date.

STRATACOM

TEAR FROM THIS PERFORATION FIRST

BINDING STUB

PERF

State of Hawai'i - Notice of Parking Infraction(s)
In the District Court of the Fifth Circuit

CONSECUTIVE BARCODE

CITATION NO. 1DTP-08-161050

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the vehicle identified below was unlawfully parked in violation of the section(s) of the Hawai'i Revised Statutes (HRS), the Kauaèi County Code (KCC), and/or the Hawai'i Administrative Rules (HAR) noted below.

VEHICLE INFORMATION

LICENSE PLATE/VIN				STATE
MAKE	MODEL	TYPE	COLOR	YEAR
NAME OF OPERATOR/REGISTERED OWNER(S)				
OPERATOR LICENSE NUMBER	STATE	MILITARY SERVICE ☐ YES ☐ NO		
ADDRESS OF OPERATOR/REGISTERED OWNER(S) (Street, City, State, Zip Code)				
COMPANION CITATION(S)/NOTICE(S) (list citation no.)				

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month / Day / Year)	TIME	DISTRICT	BEAT
LOCATION OF INFRACTION(S)		METER NO.	

ISSUING OFFICER: If citing an Abandoned or Derelict Vehicle infraction, note the circumstances below. Otherwise, completion of DIAGRAM and COMMENTS sections are optional.

DIAGRAM - Vehicle should be represented by a ⊠>

OFFICER'S COMMENTS

COURT

FOLD

PARKING INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- ☐ HRS 290-12 (Abandoned / Derelict) Vehicle $160
- ☐ HRS 291-57(a)(1) No Display of Disabled Placard $260
- ☐ KCC 16-9.1 (Stop / Stand / Park) Outside (Business / Residential) District $35
- ☐ KCC 16-9.3(b) Parking Out of Stall $35
- ☐ KCC 16-9.4 (Stand / Park) Close to Curb $35
- ☐ KCC 16-10.1 Prohibited (Stopping / Standing / Parking)
  - ☐ (a)(1) Double Parking $35
  - ☐ (a)(2) On Sidewalk $35
  - ☐ (a)(3) Within Intersection $35
  - ☐ (a)(4) On Crosswalk $35
  - ☐ (a)(10) On Roadway (Bend / Curve) $35
  - ☐ (b)(1) Within 6' of Driveway $35
  - ☐ (b)(2) Within 10' of Fire Hydrant $35
  - ☐ (b)(3) Within 20' of Crosswalk At Intersection $35
  - ☐ (b)(4) Within 6' of Crosswalk Not At Intersection $35
  - ☐ (b)(5) Within 30' of (Flashing Beacon / Stop Sign / Traffic Signal) .. $35
  - ☐ (b)(6) Within 20' of Fire Station Driveway $35
  - ☐ (b)(7) Where Standing is Prohibited by Sign $35
  - ☐ (c)(1) Where Parking is Prohibited by Sign $35
- ☐ KCC 16-10.2 Moving Vehicle into Prohibited Area $35
- ☐ KCC 16-10.3 Parking in Stall Not Facing Flow of Traffic $35
- ☐ KCC 16-10.4(a) Park to Display Vehicle for Sale $35
- ☐ KCC 16-10.5 Obstructing Traffic $50
- ☐ KCC 16-12.1 Time Limit Parking $35
- ☐ KCC 16-13.2 Parking on Roadways Within Public (Parks / School Grounds)
  - ☐ (1) Display Motor Vehicle For Sale $50
  - ☐ (2) (Wash / Grease / Repair) Motor Vehicle $50

HRS 107-11 STATE PARKING RULES

- ☐ HAR 3-30-19(a) Expired Meter $40
- ☐ HAR 3-30-19(b) Unauthorized Parking Area $40

HRS 261-12 AIRPORT PARKING RULES

- ☐ HAR 19-15.1-8(a)(1) Prohibited Parking Area $35
- ☐ HAR 19-15.1-8(a)(5) Abandoned Vehicle $260
- ☐ HAR 19-15.1-8(a)(7) Unattended Vehicle $35
- ☐ HAR 19-15.1-8(b) Parking to (Wash / Repair) Vehicle $35
- ☐ HAR 19-15.1-9 Non-payment of Parking Fees $35

OTHER INFRACTION(S)

SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME	ID NO.
OFFICER'S SIGNATURE	DATE OF ISSUANCE

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction and enter the total in the box at right.

TOTAL DUE

5D-V-034 (10/08)

FOLD

COURT

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GLUE LINE PERF

GLUE LINE

PERF

State of Hawai'i - Notice of Parking Infraction(s) In the District Court of the Fifth Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF PARKING INFRACTION(S)

This Notice of Parking Infraction(s) (Notice) charges you with committing one or more civil traffic (parking) infractions. **YOU MUST ANSWER THIS NOTICE WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE by choosing Option 1, 2, or 3, below.** If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a registration stopper, preventing you from acquiring/renewing your motor vehicle registration, or from transferring title to the motor vehicle, until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY

If you admit committing the parking infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- By Mail – Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks or money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.

- In Person – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8:00 A.M. to 4:00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.

- Via Internet – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- By Telephone – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY

If you deny committing the parking infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

FOLD

- Contest In Person – If you request a hearing to contest the infraction(s) in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

- Contest By Written Statement – If you submit a written statement explaining the grounds on which you contest the infraction(s), your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES

If you admit committing the parking infraction(s) but wish to explain mitigating circumstances you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- Explain Mitigating Circumstances In Person - If you request a hearing to explain mitigating circumstances in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed.**

- Explain Mitigating Circumstances By Written Statement - If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18

Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

ADDRESS FOR THE DISTRICT COURT OF THE FIFTH CIRCUIT

Traffic Operations Branch
3970 Kā'ana Street, Suite 206
Līhu'e, Hawai'i 96766-1282

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 482-2355, FAX: (808) 482-2553, TTY: (808) 482-2533, at least ten (10) working days before your proceeding, hearing, or appointment date.

FOLD

STRATACOM

TEAR FROM THIS PERFORATION FIRST

BINDING STUB

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State of Hawai'i - Notice of Traffic Infraction(s)
In the District Court of the Fifth Circuit

CITATION NO. 1DTP-08-161050

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the named defendant did commit the civil traffic infraction(s) noted below.

OPERATOR INFORMATION

LAST NAME				REGISTERED OWNER ☐ YES ☐ NO
FIRST NAME				MIDDLE INITIAL(S)
JUVENILE ☐ YES ☐ NO	PROV. LIC. ☐ Y ☐ N	PARENT'S NAME (if juvenile operator)		
OPERATOR LICENSE NO.	STATE	CLASS	EXP. DATE	CDL ☐ YES ☐ NO
RESTRICTIONS		SSN-Last 4 digits (optional, for ID purposes) XXX - XX - ____		
HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR	SEX ☐ M ☐ F
DATE OF BIRTH (Month / Day / Year)		U.S. CITIZEN ☐ YES ☐ NO	ETHNICITY (optional)	
HOME ADDRESS (Street, City, State, Zip Code)				
HOME PHONE	MOBILE PHONE	BUSINESS PHONE		
EMPLOYER/SCHOOL/BRANCH OF SERV.	JOB TITLE/YR IN SCHOOL/ RANK	MILITARY SERV. ☐ YES ☐ NO		
BUSINESS ADDRESS (Street, City, State, Zip Code)				

VEHICLE INFORMATION

LICENSE PLATE/VIN				STATE	HAZ MAT ☐ YES ☐ NO
MAKE	MODEL	TYPE	COLOR	YEAR	CMV ☐ YES ☐ NO

TRAFFIC INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

- ☐ HRS 249-7 (No / Obstructed / Unclean) License Plate; (Front / Rear) $70
- ☐ HRS 249-11(a) Fraudulent Use of (Plates / Tags / Emblems) $280
- ☐ HRS 286-25 (No / Expired) Certificate of Inspection; (exp._____) $70
- ☐ HRS 286-47(3) No Certificate of Registration in Vehicle $70
- ☐ HRS 286-102.6 Violation of Provisional License Requirements ..... COURT
- ☐ HRS 286-116(a) No (License / Insurance Card) on Person $122
- ☐ HRS 291-3.3(a) Open Liquor Container (Within MV / On Moped) $347
- ☐ HRS 291-3.3(b) Consume Liquor at Scenic Lookout $347
- ☐ HRS 291-11.5(a)(1) No Child Passenger Restraint (under 4 yrs old) ..... COURT
- ☐ HRS 291-11.5(a)(2) No Child Safety Seat / Booster Seat (4-7 yrs old) ..... COURT
- ☐ HRS 291-11.6(a)(1) No Seat Belt; (Operator / Passenger 8-14 yrs old) $92
- ☐ HRS 291-11.6(a)(2) No Seat Belt; Front Seat Passenger 15+ yrs old $92
- ☐ HRS 291-21.5(a) Tinted Glaze Glass - Owner; (specify window(s):_____) $287
- ☐ HRS 291-25(a) (No / Defective) Headlight on Motor Vehicle $47
- ☐ HRS 291-31(a) (No / Defective) Tail Light on Motor Vehicle $47
- ☐ HRS 291C-14 Duty to (Give Information / Render Aid) $247
- ☐ HRS 291C-15 Duty Upon Striking Unattended (Vehicle / Property) $247
- ☐ HRS 291C-38 Disregarding (_____) Traffic Lane Lines $97
- ☐ HRS 291C-47(b) No Passing Zones $97
- ☐ HRS 291C-63(b) Disregarding Stop Sign $97
- ☐ HRS 291C-101 Basic Speed Rule $97
- ☐ HRS 291C-102(a)(1) Exceeding the Speed Limit
  - ☐ 1-10 MPH Over Limit (_____ MPH over) ..... $_____
  - ☐ 11-29 MPH Over Limit (_____ MPH over) ..... $_____
- ☐ KCC 16-17.30 No (Windshield / Hood / Fenders / Bumpers) $72
- ☐ KCC 16-17.31 No Mudguards $72

SECTION	DESCRIPTION	$
SECTION	DESCRIPTION	$

COURT

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month / Day / Year)	TIME	DISTRICT	BEAT

WEATHER	☐ CLEAR	☐ OVERCAST	☐ DRIZZLE	☐ RAIN
ROAD ☐ DRY	☐ WET	☐ CONCRETE	☐ ASPHALT	☐ DIRT
TRAFFIC	☐ LIGHT	☐ MEDIUM	☐ HEAVY	
LIGHTING	☐ DAWN	☐ DAYLIGHT	☐ DUSK	☐ DARKNESS

NO. OF OCCUPANTS:	ADULT MALE(S)	ADULT FEMALE(S)	CHILDREN

LOCATION OF VIOLATION

VANTAGE POINT

LANE OF TRAVEL

SIGN(S) POSTED

ACTUAL SPEED	POSTED SPEED	SPEED VIOLATION MEASURED BY ☐ PACE ☐ LASER ☐ RADAR

☐ I WAS CERTIFIED IN THE ABOVE DEVICE ☐ LASER DISTANCE _____
☐ DEVICE/SPEEDOMETER WAS ACCURATE, TESTED, & WORKING PROPERLY

COMPANION CITATION(S)/NOTICE(S) (list citation / notice no.)	ACCIDENT ☐ YES ☐ NO	INJURY ☐ YES ☐ NO
PROPERTY DAMAGE ☐ MAJOR ($3,000+) ☐ MINOR	REPORT NO.	

OFFICER'S OBSERVATIONS (optional)

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME	ID NO.
OFFICER'S SIGNATURE	DATE OF ISSUANCE

DEFENDANT'S ACKNOWLEDGMENT: By signing below, I acknowledge service of this Notice. **I understand that my signature is not an admission of responsibility.**

X _____ ☐ DEFENDANT REFUSES TO SIGN
Defendant's Signature

NOTE TO DEFENDANT: Please read the instructions on the reverse side carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction charged and enter the total in the box at right.

TOTAL DUE

If you are a **"PROVISIONAL LICENSE HOLDER"** or if the word **"COURT"** is listed next to an infraction that you are charged with committing, you are hereby directed to appear before the District Court of the Fifth Circuit on the date and at the time and location designated below to answer the charge(s). Failure to obey this Notice and Summons may result in a fine, imprisonment, arrest on other charges, and/or other penalties.

SUMMONS

COURT LOCATION
District Court of the Fifth Circuit • 3970 Kā'ana Street, Līhu'e, Hawai'i 96766

DATE	TIME	COURTROOM 2

5D-V-033 (10/08)

COURT

GLUE LINE

PERF

GLUE LINE

PERF

State of Hawai'i - Notice of Traffic Infraction(s)
In the District Court of the Fifth Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF TRAFFIC INFRACTION(S)

This Notice of Traffic Infraction(s) (Notice) charges you with committing one or more civil traffic infractions. **IF THE WORD "COURT" IS LISTED NEXT TO AN INFRACTION THAT YOU ARE CHARGED WITH COMMITTING, YOU MUST APPEAR BEFORE THE DISTRICT COURT OF THE FIFTH CIRCUIT ON THE DATE AND AT THE TIME AND LOCATION DESIGNATED IN THE SUMMONS ON THE FRONT OF THIS NOTICE. Failure to appear in court as summoned may result in your arrest for other offenses and/or imposition of other penalties, including fines, court costs, fees, and imprisonment.**

If you are charged with committing an infraction with a listed monetary assessment, you must answer this Notice within 21 calendar days from the date of this Notice by choosing Option 1, 2, or 3, below. If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a license stopper, preventing you from acquiring/renewing your driver's license until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY
If you admit committing the traffic infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- By Mail – Your Answer, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH.** Imprinted checks or money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.

- In Person – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau, are 8:00 A.M. to 4:00 P.M. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 A.M. to 9:00 P.M. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8:00 A.M. to 4:00 P.M. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.

- Via Internet – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- By Telephone – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY
If you deny committing the traffic infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

GLUE LINE

PERF

GLUE LINE

PERF

FOLD

- Contest In Person – If you request a hearing to contest the infraction(s) in person, the court will notify you in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

- Contest By Written Statement – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES
If you admit committing the traffic infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- Explain Mitigating Circumstances In Person - If you request a hearing to explain mitigating circumstances in person, the court will notify you in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed.**

- Explain Mitigating Circumstances By Written Statement - If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18
Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

INFORMATION ABOUT YOUR PRIVACY
Disclosure of the last four digits of your social security number (SSN) on this Notice is optional. The last four digits of your SSN will be used for identification purposes in administering state and federal driver's license and motor vehicle laws.

ADDRESS FOR THE DISTRICT COURT OF THE FIFTH CIRCUIT

Traffic Operations Branch
3970 Kā'ana Street, Suite 206
Līhu'e, Hawai'i 96766-1282

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 482-2355, FAX: (808) 482-2553, TTY: (808) 482-2533, at least ten (10) working days before your proceeding, hearing, or appointment date.

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APPENDIX B

(Added February 2, 2009, effective nunc pro tunc January 1, 2009.)

State of Hawai‘i – Notice of Parking Infraction(s)
In the District Court of the _____ Circuit

CITATION NO: xDTP-xx-xxxxxx

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai‘i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the vehicle identified below was unlawfully parked in violation of the section(s) of the Hawai‘i Revised Statutes (HRS), the _____, and/or the Hawai‘i Administrative Rules (HAR) noted.

VEHICLE INFORMATION

LICENSE PLATE/VIN **STATE**

MAKE **MODEL** **TYPE** **COLOR** **YEAR**

NAME OF OPERATOR

NAME OF REGISTERED OWNER(S)

OPERATOR LICENSE NO. **STATE**

ADDRESS OF OPERATOR (Street Number and Name)

CITY **STATE** **ZIP CODE**

ADDRESS OF REGISTERED OWNER(S) (Street Number and Name)

CITY **STATE** **ZIP CODE**

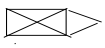
COMPANION CITATION(S)/NOTICE(S) (list citation no.)

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month/Day/Year) **TIME** **DISTRICT** **BEAT**

LOCATION OF INFRACTION(S) **METER NO.**

ISSUING OFFICER: If citing an Abandoned or Derelict Vehicle, note the circumstances below. Otherwise, completion of DIAGRAM and COMMENTS sections are optional.

DIAGRAM - Vehicle should be represented by a 

OFFICER'S COMMENTS

PARKING INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME **ID NO.**

OFFICER'S SIGNATURE **DATE OF ISSUANCE**

NOTE TO DEFENDANT: Please read the instructions below carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction.

State of Hawai'i – Notice of Parking Infraction(s)
In the District Court of the _____ Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF PARKING INFRACTION(S)

This Notice of Parking Infraction(s) (Notice) charges you with committing one or more civil traffic (parking) infractions. **YOU MUST ANSWER THIS NOTICE WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE by choosing Option 1, 2, or 3, below.** If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a registration stopper, preventing you from acquiring/renewing your motor vehicle registration, or from transferring title to the motor vehicle, until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY

If you admit committing the parking infraction(s), complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return it with the total amount due and your copy of this Notice. You may pay by mail, using the preprinted envelope; in person at any district court; via the Internet; or by telephone. A $25 service fee will be charged for dishonored payments.

- **By Mail –** Your Answer to Notice, payment, and copy of this Notice must be postmarked within 21 calendar days from the date of this Notice. **DO NOT SEND CASH**. Imprinted checks or money orders (U.S. dollars only, payable to "DISTRICT COURT") and credit or debit cards (MasterCard & VISA) are accepted.

- **In Person** – Pay at any district court statewide within 21 calendar days from the date of this Notice. Counter service hours for Honolulu District Court, Traffic Violations Bureau are 8:00 a.m. to 4:00 p.m. on Mondays, Tuesdays, Thursdays, and Fridays, and 8:00 a.m. to 9:00 p.m. on Wednesdays. Counter service hours for all other district courts (except Hana, Puna, Ka'u, Hamakua, and North Kohala) are 8:00 a.m. to 4:00 p.m. Monday through Friday. All district courts are closed on state holidays. Cash, imprinted checks and money orders (U.S. dollars only, payable to "DISTRICT COURT"), and credit or debit cards (MasterCard & VISA) are accepted.

- **Via Internet –** Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- **By Telephone** – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY

If you deny committing the parking infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Contest in Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. **DO NOT SUBMIT PAYMENT WITH YOUR HEARING REQUEST**. You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

- **Contest By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. **DO NOT SUBMIT PAYMENT WITH YOUR WRITTEN STATEMENT**. You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES

If you admit committing the parking infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Mitigating Circumstances In Person** – If you request a hearing to explain mitigating circumstances in person, the court will notify you (or the registered owner of the vehicle) in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. **DO NOT SUBMIT PAYMENT WITH YOUR HEARING REQUEST**. You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed**.

- **Explain Mitigating Circumstances By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. **DO NOT SUBMIT PAYMENT WITH YOUR WRITTEN STATEMENT.** You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed.**

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18

Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

ADDRESSES FOR THE DISTRICT COURT OF THE CIRCUIT

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 538-5121, FAX: (808) 538-5233, TTY: (808) 539-4853, at least ten (10) working days before your proceeding, hearing, or appointment date.

State of Hawai'i – Notice of Traffic Infraction(s)
In the District Court of the _____ Circuit

CITATION NO: xDTI-xx-xxxxxx

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, states that he/she has reasonable grounds to believe and does believe that on the date, at the time, and under the conditions indicated, the named defendant did commit the civil traffic infraction(s) noted below.

OPERATOR INFORMATION

LAST NAME REGISTERED OWNER

FIRST NAME MIDDLE INITIAL(S)

HOME ADDRESS (Street Number and Name)

CITY STATE ZIP CODE

JUVENILE PROVISIONAL LICENSE PARENT'S NAME (if juvenile operator)

OPERATOR LICENSE NO. STATE EXP. DATE (month/day/year)

DATE OF BIRTH (month/day/year) HEIGHT WEIGHT HAIR COLOR EYE COLOR

CLASS CDL RESTRICTIONS U.S. CITIZEN SEX

CONTACT PHONE NUMBER(S) SSN-last 4 Digits (optional, for identification purposes) MILITARY SERVICE

EMPLOYER/SCHOOL/BRANCH OF SERVICE

REGISTERED OWNER INFORMATION (if different from operator information)
LAST NAME

FIRST NAME MIDDLE INITIAL(S)

HOME ADDRESS (Street Number and Name)

CITY STATE ZIP CODE

VEHICLE INFORMATION

LICENSE PLATE/VIN STATE HAZ MAT

MAKE MODEL TYPE COLOR YEAR CMV

TRAFFIC INFRACTION(S) COMMITTED & MONETARY ASSESSMENT(S) PAYABLE (INCLUDING FEES)

DETAILS REGARDING THE INFRACTION(S) CHARGED

DATE (Month/Day/Year) TIME DISTRICT BEAT

WEATHER:

ROAD:

TRAFFIC:

LIGHTING:

NO. OF OCCUPANTS: ADULT MALE(S) ADULT FEMALE(S) CHILDREN

LOCATION OF VIOLATION

VANTAGE POINT

LANE OF TRAVEL

SIGN(S) POSTED

ACTUAL SPEED POSTED SPEED SPEED VIOLATION MEASURED BY

☐ I WAS CERTIFIED IN THE ABOVE DEVICE ☐ LASER DISTANCE

☐ DEVICE/SPEEDOMETER WAS ACCURATE, TESTED, & WORKING PROPERLY

COMPANION CITATION(S) / NOTICE(S) (list citation/notice no.) ACCIDENT INJURY

ACCIDENT REPORT NO. PROPERTY DAMAGE

OFFICER'S OBSERVATIONS (optional)

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME ID. NO.

OFFICER'S SIGNATURE DATE OF ISSUANCE

DEFENDANT'S ACKNOWLEDGEMENT: By signing below, I acknowledge service of this Notice. **I understand that my signature is not an admission of responsibility**.

Defendant's Signature ☐ DEFENDANT REFUSES TO SIGN

NOTE TO DEFENDANT: Please read the instructions below carefully, then complete and return your Answer to this Notice (tear-away flap on the preprinted envelope), along with any payment or written statement in support of your Answer, within 21 calendar days from the date of this Notice, either by mail, in person, via the Internet, or by telephone. If you choose to mail an Answer, payment, or written statement, please use the preprinted envelope, seal the contents, affix postage, and be sure your mailing is postmarked within 21 calendar days from the date of this Notice. The Post Office will not deliver without proper postage. Please calculate the total amount due by adding the monetary assessments for each infraction.

If you are a "**PROVISIONAL LICENSE HOLDER**" or if the word "**COURT**" is listed next to an infraction that you are charged with committing, you are hereby directed to appear before the District Court of the _____ Circuit on the date and at the time and location designated below (*see below for address*) to answer the charge(s). Failure to obey this Notice and Summons may result in a fine, imprisonment, arrest on other charges, and/or other penalties.

SUMMONS

COURT LOCATION (see addresses below)

DATE **TIME** **COURTROOM**

State of Hawai'i – Notice of Traffic Infraction(s)
In the District Court of the _____ Circuit

IMPORTANT INSTRUCTIONS REGARDING YOUR NOTICE OF TRAFFIC INFRACTION(S)

This Notice of Traffic Infraction(s) (Notice) charges you with committing one or more civil traffic infractions. **IF YOU ARE A "PROVISIONAL LICENSE HOLDER" OR IF THE WORD "COURT" IS LISTED NEXT TO AN INFRACTION THAT YOU ARE CHARGED WITH COMMITTING, YOU MUST APPEAR BEFORE THE DISTRICT COURT OF THE _____ CIRCUIT ON THE DATE AND AT THE TIME AND LOCATION DESIGNATED IN THE SUMMONS ABOVE. Failure to appear in court as summoned may result in your arrest for other offenses and/or imposition of other penalties, including fines, court costs, fees, and imprisonment.**

If you are charged with committing an infraction with a listed monetary assessment, you must answer this Notice within 21 calendar days from the date of this Notice by choosing Option 1, 2, or 3, below. If you do not answer within 21 calendar days from the date of this Notice, the court will enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. If you fail to timely pay the default judgment, late fees and other costs will be assessed, your account may be referred to a collection agency, you may be charged for collection costs, and any state tax refund owed to you may be used to pay your obligations. The court may also order a license stopper, preventing you from acquiring/renewing your driver's license until all obligations are paid in full. **YOU MUST TAKE ACTION WITHIN 21 CALENDAR DAYS FROM THE DATE OF THIS NOTICE TO AVOID ENTRY OF DEFAULT JUDGMENT AGAINST YOU.**

OPTION 1: ADMIT & PAY

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- **Via Internet** – Pay via the Internet at http://www.courts.state.hi.us (Click on "Pay Fines") within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

- **By Telephone** – Call 1-800-679-5949 within 21 calendar days from the date of this Notice. Credit or debit cards (MasterCard & VISA) are accepted.

OPTION 2: DENY

If you deny committing the traffic infraction(s), you may either (1) request a hearing and appear in person to contest the infraction(s), or (2) submit a written statement explaining the grounds on which you contest the infraction(s). In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Contest in Person** – If you request a hearing to contest the infraction(s) in person, the court will notify you in writing of the date, time, and location of the hearing. You must appear at the hearing to explain the grounds on which you contest the infraction(s). If you want the issuing officer or any other witness present at the hearing, you must request a subpoena from the district court at least 10 days before the hearing date, have the subpoena served, and pay mileage/witness fees required to effectuate service. If you fail to appear at the hearing, the court may enter a default judgment against you for the total amount of monetary assessments and fees indicated on this Notice. **DO NOT SUBMIT PAYMENT WITH YOUR HEARING REQUEST**. You will be notified of the judge's decision after the hearing. If you disagree with the judge's decision, you may request a trial.

- **Contest By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. **DO NOT SUBMIT PAYMENT WITH YOUR WRITTEN STATEMENT**. You will be notified by mail of the judge's decision. If you disagree with the judge's decision, you may request a trial.

OPTION 3: ADMIT BUT EXPLAIN MITIGATING CIRCUMSTANCES

If you admit committing the traffic infraction(s) but wish to explain mitigating circumstances, you may either (1) request a hearing and appear in person to explain mitigating circumstances, or (2) submit a written statement explaining the mitigating circumstances. In either event, you must complete, sign, and date the Answer to Notice (tear-away flap on the preprinted envelope) and return your Answer to Notice, your copy of this Notice, and any written statement, within 21 calendar days from the date of this Notice, either by mail, using the preprinted envelope, or in person at any district court.

- **Explain Mitigating Circumstances In Person** – If you request a hearing to explain mitigating circumstances in person, the court will notify you in writing of the date, time, and location of the hearing. If you fail to appear at the hearing, you must pay the total amount of monetary assessments and fees indicated on this Notice. **DO NOT SUBMIT PAYMENT WITH YOUR HEARING REQUEST**. You will be notified of the judge's decision after the hearing. **The judge's decision is FINAL and cannot be appealed**.

- **Explain Mitigating Circumstances By Written Statement** – If you submit a written statement explaining the grounds on which you contest the infraction(s), include your name, address, operator license number, citation number, and signature on the statement. When you submit a written statement with your Answer to Notice, no hearing will be scheduled. **DO NOT SUBMIT PAYMENT WITH YOUR WRITTEN STATEMENT**. You will be notified by mail of the judge's decision. **The judge's decision is FINAL and cannot be appealed**.

IMPORTANT NOTE FOR JUVENILES UNDER AGE 18

Your parent or legal guardian must accompany you when appearing before the court and must co-sign any payment or written statement submitted to the court.

INFORMATION ABOUT YOUR PRIVACY

Disclosure of the last four digits of your social security number (SSN) on this Notice is optional. The last four digits of your SSN will be used for identification purposes in administering state and federal driver's license and motor vehicle laws.

ADDRESSES FOR THE DISTRICT COURT OF THE CIRCUIT

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 538-5121, FAX: (808) 538-5233, TTY: (808) 539-4853, at least ten (10) working days before your proceeding, hearing, or appointment date.

State of Hawai'i – Citation for Traffic Crime(s) Arrest
In the District Court of the _____ Circuit

CITATION NO: xDTC-xx-xxxxxx

COMPLAINT: The undersigned officer, on behalf of Plaintiff State of Hawai'i, declares under penalty of law that he/she has probable cause to believe and does believe that on the date, at the time, and under the conditions indicated, the named defendant did commit the criminal offense(s) noted below and that the same is true and correct to the best of his/her knowledge and belief.

DEFENDANT

LAST NAME REGISTERED OWNER

FIRST NAME MIDDLE INITIAL(S)

HOME ADDRESS (Street Number and Name)

CITY STATE ZIP CODE

JUVENILE PROVISIONAL LICENSE PARENT'S NAME (if juvenile operator)

OPERATOR LICENSE NO. STATE EXP. DATE (month/day/year)

DATE OF BIRTH (month/day/year) HEIGHT WEIGHT HAIR COLOR EYE COLOR

CLASS CDL RESTRICTIONS U.S. CITIZEN SEX

CONTACT PHONE NUMBER(S) SSN-last 4 Digits (required by HRS § 803-6(c)(2)) MILITARY SERVICE

EMPLOYER/SCHOOL/BRANCH OF SERVICE

REGISTERED OWNER INFORMATION (if different from operator information)

LAST NAME

FIRST NAME MIDDLE INITIAL(S)

HOME ADDRESS (Street Number and Name)

CITY STATE ZIP CODE

VEHICLE INFORMATION

LICENSE PLATE/VIN STATE HAZ MAT

MAKE MODEL TYPE COLOR YEAR CMV

LAW(S) VIOLATED AND TRAFFIC CRIME(S) COMMITTED

DETAILS REGARDING THE OFFENSE(S) CHARGED

DATE (Month/Day/Year) TIME DISTRICT BEAT

WEATHER:

ROAD:

TRAFFIC:

LIGHTING:

NO. OF OCCUPANTS: ADULT MALE(S) ADULT FEMALE(S) CHILDREN

LOCATION OF VIOLATION

VANTAGE POINT

LANE OF TRAVEL

SIGN(S) POSTED

ACTUAL SPEED POSTED SPEED SPEED VIOLATION MEASURED BY

☐ I WAS CERTIFIED IN THE ABOVE DEVICE ☐ LASER DISTANCE

☐ DEVICE/SPEEDOMETER WAS ACCURATE, TESTED, & WORKING PROPERLY

COMPANION CITATION(S) / NOTICE(S) (list citation/notice no.) ACCIDENT INJURY

ACCIDENT REPORT NO. PROPERTY DAMAGE

OFFICER'S STATEMENT OF FACTS

COMPLAINING OFFICER INFORMATION

PRINT RANK, FIRST INITIAL, & LAST NAME **ID NO.**

OFFICER'S SIGNATURE **DATE OF ISSUANCE**

DEFENDANT'S ACKNOWLEDGEMENT: By signing below, I agree to appear before the District Court of the _____ Circuit on the date and at the time and location designated below to answer the charge(s). **I understand that my signature is not an admission to the charge(s).**

Defendant's Signature
(Please read instructions below) ☐ DEFENDANT REFUSES TO SIGN

The Defendant is hereby directed to appear before the District Court of the _____ Circuit on the date and at the time and location designated below (see *below for address*) to answer the charge(s). Failure to obey this Citation and Summons may result in a fine, imprisonment, arrest on other charges, and/or other penalties.

SUMMONS

COURT LOCATION (see addresses below)

DATE **TIME** **COURTROOM**

State of Hawai'i – Notice of Traffic Crimes(s) Arrest In the District Court of the _____ Circuit

IMPORTANT INSTRUCTIONS - READ CAREFULLY

This Citation for Traffic Crime(s) Arrest (Citation) charges you with committing one or more traffic crimes, in violation of a section of the Hawai'i Revised Statutes (HRS), the Hawai'i Administrative Rules (HAR), or the _____ _____. **This Citation summons you to appear before the District Court of the _____ Circuit to answer the charge(s) on the date and at the time and location designated in the Summons on this Citation.** Failure to appear in court as summoned may result in the forfeiture of any bail you may have posted, your arrest for other offenses, and/or imposition of additional penalties, including fines, court costs, fees, and imprisonment.

INFORMATION ABOUT YOUR COURT APPEARANCE

Please arrive early on the date of your court hearing. If you are not present in the courtroom when your case is called, a bench warrant for your arrest (for contempt of court, failure to appear, or other charges) may be issued, and your bail/bond may be forfeited. Bring this Citation to court with you, and check in with the bailiff or court clerk when you arrive at the proper courtroom.

Your Rights to Trial and Counsel: Depending on the charge(s) against you, you may be entitled to a trial by jury. Additionally, if you cannot afford an attorney and are charged with an offense punishable by imprisonment, you may be entitled to have an attorney appointed by the court to represent you at no cost to yourself. If you wish to apply for legal services through the Office of the Public Defender, you will be required to complete a written application. You will be informed of these rights at your court appearance.

Driver's License Offenses: If you are charged with operating a motor vehicle without a valid driver's license (e.g. expired, suspended, or revoked license), your case may be dismissed by the State (prosecuting attorney) if you produce in court a driver's license or other proof that you were validly licensed on the date of the offense (such as a certification from the Driver's Licensing Division of your state/county). Proof of valid license will NOT be accepted at the district court counter; you must appear in court on the date and at the time designated on this Citation.

Insurance Offenses: If you are charged with not having a valid motor vehicle insurance policy (HRS § 431:10C-104) or valid motorcycle/motor scooter insurance policy (HRS § 431:10G-102), your case may be dismissed by the State (prosecuting attorney) if you produce in court proof of insurance coverage, in the form of an affidavit from an insurance company licensed in the State of Hawai'i, that the motor vehicle or motorcycle/motor scooter was insured on the date of the offense. Proof of valid insurance will NOT be accepted at the district court counter; you must appear in court on the date and at the time designated on this Citation.

If You Cannot Appear in Court on the Date and at the Time Designated in the Summons: If you have a valid reason for not being able to appear in court on the date and at the time designated in the Summons, you must file with the designated district court a written motion to request a continuance of your hearing, either (1) by mail to the designated court at the address listed below, or (2) in person at the designated court at the address listed below. You must explain your reason(s) for requesting a continuance. **The designated district court must receive your motion for continuance no later than 48 hours prior to your scheduled court date and time**. If your motion is granted, you will be informed of the new court date and time. If your motion is denied, you must appear in court as summoned by this Citation. Continuance request forms are available at any district court or via the Internet at http://www.courts.state.hi.us.

IMPORTANT NOTE FOR JUVENILE DEFENDANTS

Juvenile defendants under eighteen (18) years of age must be accompanied by a parent or legal guardian when appearing before the court.

INFORMATION ABOUT YOUR PRIVACY

Disclosure of the last four digits of your Social Security Number (SSN) on this Citation is mandatory pursuant to HRS § 803-6(c)(2). The last four digits of your SSN will be used for identification purposes in administering state and federal driver's license and motor vehicle laws, including laws governing the revocation of a driver's license and proof of financial responsibility.

ADDRESSES FOR THE DISTRICT COURT OF THE _____ CIRCUIT

If you require an accommodation for a disability when working with a court program, service, or activity, please contact the Disability Accommodations Coordinator at (808) 538-5121, FAX: (808) 538-5233, TTY: (808) 539-4853, at least ten (10) working days before your proceeding, hearing, or appointment date.