

DISTRICT COURT CRIMINAL (JEFS) FREQUENTLY ASKED QUESTIONS
Last Updated: 02/07/13

COMBINATION CASES

Q1. Can I electronically file a motion for both a traffic infraction case and a traffic crime case when it is the same defendant on both cases?

A1. No. For Public Defenders and private counsel, there may be situations where your client has a traffic crime case and a traffic infraction case arising from the same incident. You can efile on the traffic crime case in JEFS. The separate traffic infraction is a civil case, therefore, if you wish to file on the traffic infraction case, you will have to conventionally file the document; the two documents cannot be filed together electronically.

Reminder: Electronically filing in JEFS is limited to criminal cases and traffic crime cases in District Court and all case types in the Appellate courts. Traffic infraction and other civil cases require conventional filing.

CONVERTED CASES

Q2. I am having trouble finding my case when I enter my Case ID in the "Submit Filing on Existing Case" field in JEFS. My case ID is 1P112-123-45.

A2. Converted cases from the court's legacy system had a different case ID format and may not exactly match numbers typed on documents. The case ID can be found either by searching on the defendant's name/information in eCourt Kokua or by removing the dashes in the ID and adding zeros. The legacy case ID format is a 12 character ID starting with 3 characters for circuit and location, 2 digit year, and 7 digits which were sequentially assigned. The conversion process removed the dashes, so the converted case ID for that case would be the location+the year+7 digits; remove the dashes and add zeros to the beginning of the sequential digits to come up with the converted case ID in JIMS, 1P1120012345.

Reminder: Some JEFS attorneys are filing *ex parte motions* or other motions without a wet signature (document scanned to pdf) nor electronic signature (/s/ Name of Attorney on word processing document converted to pdf) on the document. Attorneys need to sign documents when filing electronically.

COURT APPOINTED ATTORNEY

Q3. I'm a court appointed attorney in a criminal case in the District Court. Do I file my fee request electronically in JEFS?

A3. Both conventionally filed and electronically filed requests will be accepted. Deputy Chief Judges recommend that procedures for court appointed attorneys in district court cases continue to be conventionally filed.

DOCUMENTS

Q4. I'm having trouble viewing a document with a pdf icon. I have a pdf viewer, but cannot view some images with the pdf icon.

A4. The Judiciary uses 2 different image file formats, pdf and tif (or tiff). For documents which are electronically filed in JEFS, the format must be pdf under Hawaii Electronic Filing and Service Rule 2. For many of the imaged documents in traffic cases dating back to 2005, however, most documents are in a tif/tiff format. And all traffic citations use the tif/tiff format, even ones being scanned today. If a document is in a tiff/tiff format, the icon displayed in the system is still a pdf icon. In order to view

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documents in traffic cases which are tif/tiff, the user must either have a viewer which can open tif/tiffs or should follow the instructions in the "Configuring Windows for TIF and TIFF Files" document posted on the Judiciary Efiling page.

NOTIFICATIONS

Q5. When does the NEF get sent?

A5. The Notice of Electronic Filing (NEF) is sent to all of the parties on the case who are registered JEFS users with emails. The NEF is sent when:

Attorneys and firm staff initiate a case in JEFS (appellate, district court criminal and district court traffic crime cases). The initiator will receive the NEF even if s/he has not been added as a party on the case. If the initiator is not a party on the case, this is the only time s/he will receive the NEF for that case.

A JEFS user electronically files a document in JEFS.

The court staff files a document and/or makes a docket entry in an appellate, criminal or traffic crime case.

An NEF will no longer be sent when a party is added to a case (as of 10/3/12 6am).

Court reporters on the case will only receive an NEF for a Request for Transcript filing.

PARTIES

Q6. Why don't I see the case that I efiled on under Manage Cases or Firm Cases?

A6. In order to receive electronic notification, the party must be added to the case, ie the attorney or the government agency/division. It is possible to electronically file without adding yourself or another party on the case, so this is a common problem.

Tip: When adding a Prosecutor's Office division on a case, select role of "Deputy Prosecuting Attorney."

Q7. I am having trouble adding the filing party when I submit my electronic document at the bottom of the JEFS page.

A7. After selecting the party from the drop down menu, you must click the green + button to add the filing party. Only parties on the case will be listed in the drop down.

Q8. I am having trouble adding myself or my attorney to the case in JEFS. I add the attorney, select the party the attorney represents and click "assign." I see the message that the attorney was successfully added, but the case is not listed under manage cases when I look it up later.

A8. When adding a party such as an attorney in JEFS, if you are doing so without submitting a pdf document to efile, you still must click the "Submit" button at the bottom of the page in order for the system to save the attorney or agency division you added. The assign and update button alone will not save the added party.

Q9. I represent a bond company on a traffic crime case and I cannot find the bond party listed in JEFS so that I can electronically file a motion.

A9. The Surety party type was fixed on 9/20/12 and can now be selected in JEFS. If an attorney representing a bond company still cannot assign himself/herself to the bond company s/he represents because the company does not appear in the list of parties, please call the court's Helpline.

REGISTERING FOR E-FILING

Q10. I am having trouble registering with my new firm.

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A10. The JEFS user must select and add their Organization when registering. If the organization does not exist, contact the court to create the organization.

See also APPELLATE E-FILING (JEFS) FAQ on the Judiciary e-filing page:
http://www.courts.state.hi.us/legal_references/efiling.html