

**HAWAII COURT RECORDS RULES
DISTRICT COURT
REQUEST TO ACCESS COURT OR ADLRO RECORD.**

DATE:

TO:

FROM:

Name

Contact Information*

*If we do not have enough information to contact you, we cannot process the request for information. Please provide any information that will allow us to contact you (name or alias, telephone or fax number, mailing address, email address, etc.)

I WANT INFORMATION OR DOCUMENTS FROM THE FOLLOWING COURT RECORD:

Name(s) of Party(ies) to Case:

Case Number:

Case Type:

Circuit: __ 1st __ 2nd __ 3rd __ 5th

Court or Agency in which case was filed:

__ ADLRO __ District __ Family __ Circuit __ ICA __ SCT

I WANT:

To inspect the record

To get a complete partial copy of the record.

If partial, please identify the document(s) you want copied:

To certify this document.

To pick up ordered copies from the office where it is maintained.

To have ordered copies mailed, faxed, or emailed to me at the contact address noted above.

FEES:

The fee for paper copies of documents from a court record is: \$1.00 for the first page of each document, plus 50 cents for each additional page; \$2.00 for certification of the document, and \$5.00 search fee will be applied when a case ID number is not provided. See Rule 2.2 of the Rules of the District Courts of the State of Hawaii, Rule 2.2 of the Rules of the Circuit Courts of the State of Hawaii, and Rule 45(e) of the Hawaii Rules of Appellate Procedure.

The fee for paper copies of documents from an ADLRO record is usually 15 cents per page for self service; 15 cents per page plus a \$2 handling fee if the clerk makes the copies. Other fees may apply. See the Judiciary's Schedule of Administrative Fees.

FOR OFFICIAL USE ONLY			
Received:	Notified of Estimated Charge:	Charged:	Receipt No.
Completed:	Order filled by:		