

APPENDIX A- Sample Caption

[Name of Respondent
Business
Address
Telephone
Facsimile
E-mail]

HAWAI'I CIVIL RIGHTS COMMISSION

STATE OF HAWAI'I

MARCUS L. KAWATACHI, as Executive	)	DOCKET NO. [XX-XXX]
Director for the Hawai'i Civil Rights	)	
Commission, on behalf of [COMPLAINANT'S	)	
NAME]	)	[TITLE OF PLEADING
	)	Such as Motion for _____ ;
vs.	)	Certificate of Service]
	)	
[RESPONDENT'S NAME],	)	HEARING DATE:
	)	HEARINGS EXAMINER:
Respondent.	)	

APPENDIX B – Sample Certificate of Service

HAWAI'I CIVIL RIGHTS COMMISSION

STATE OF HAWAI'I

MARCUS L. KAWATACHI, as Executive	)	DOCKET NO. [XX-XXX]
Director for the Hawai'i Civil Rights	)	
Commission, on behalf of [COMPLAINANT'S	)	
NAME]	)	Certificate of Service
	)	
vs.	)	
	)	
[RESPONDENT'S NAME],	)	HEARING DATE:
	)	HEARINGS EXAMINER:
Respondent.	)	

CERTIFICATE OF SERVICE

I hereby certify that on this date the foregoing MOTION TO _____ will be duly served upon the Hawai'i Civil Rights Commission, by mailing a copy via U.S. Mail, first class, postage prepaid at the following address:

[ENFORCEMENT ATTORNEY'S NAME]
Hawai'i Civil Rights Commission
830 Punchbowl Street, Room 411
Honolulu, HI 96813

Dated: Honolulu, Hawai'i, _____, 20____.

Name of person signing

APPENDIX C – SAMPLE MOTION FOR LEAVE TO FILE ELECTRONICALLY

HAWAI'I CIVIL RIGHTS COMMISSION

STATE OF HAWAI'I

MARCUS L. KAWATACHI, as Executive	)	DOCKET NO. [XX-XXX]
Director for the Hawai'i Civil Rights	)	
Commission, on behalf of	)	
[COMPLAINANT'S NAME]	)	<i>EX PARTE</i> MOTION FOR LEAVE TO FILE AND
	)	RECEIVE DOCUMENTS ELECTRONICALLY
vs.	)	
	)	
[RESPONDENT'S NAME],	)	
	)	
<u>Respondent.</u>	)	

EX PARTE MOTION FOR LEAVE TO FILE AND RECEIVE DOCUMENTS ELECTRONICALLY

The undersigned applicant hereby respectfully requests leave to file documents electronically with, and to receive documents electronically from, the Adjudications Section of the Hawai'i Civil Rights Commission ("HCRC"), State of Hawai'i, with regards to the above-captioned matter.

In support of this request, I make the following declarations:

1. I will be electronically filing documents with HCRC via e-mail from the following e-mail address(es), and I accept responsibility for the authenticity of electronic submittals purporting to be from me, originating from the following email address(es):

- a.
- b.

2. I authorize HCRC to transmit correspondence to me and serve documents on me via e-mail at the following email address(es):

- a.
- b.

3. I will serve hard copies of all documents and pleadings on all other parties unless otherwise directed by the Hearings Examiner.

4. I will electronically file documents with HCRC no later than 4:00 p.m. on the day that the documents are due, and that any documents that I might electronically file with HCRC after 4:00 p.m. will be deemed to have been filed at 7:45 a.m. the next business day, or subject to being rejected for being untimely filed.

5. I acknowledge that this Order shall be effective upon the date of issuance, and shall continue in effect until terminated by the HCRC, or upon written motion filed by me.

I declare under penalty of law that the foregoing is true and correct.

DATED: Honolulu, Hawai'i, _____ .

Signature

Print Name

ORDER

[] The Ex Parte Motion For Leave To File And Receive Documents Electronically is hereby granted.

[] The Ex Parte Motion For Leave To File And Receive Documents Electronically is hereby denied.

DATED: Honolulu, Hawai'i, _____ .

Hearings Examiner

APPENDIX D – SAMPLE SUBPOENA

HAWAI'I CIVIL RIGHTS COMMISSION

STATE OF HAWAI'I

MARCUS L. KAWATACHI, as Executive	)	DOCKET NO. [XX-XXX]
Director for the Hawai'i Civil Rights	)	
Commission, on behalf of	)	_____ ADMINISTRATIVE SUBPOENA
[COMPLAINANT'S NAME]	)	<i>Ad Testificandum</i> (Notice to Appear & Testify)
	)	
vs.	)	_____ ADMINISTRATIVE SUBPOENA
	)	<i>Duces Tecum</i> (Production of Documents)
[RESPONDENT'S NAME],	)	
	)	Hearings Examiner: _____
Respondent.	)	

TO:

[Subpoenaed witness' name
Subpoenaed witness' address]

[For Witness Subpoenas to Testify] YOU ARE COMMANDED to testify as a witness on behalf of the [Executive Director OR Respondent--] on [Month] [Day] [Year] at ____ o'clock at [Location] in the above titled matter.

[For Subpoena for the production of documents/evidence] YOU ARE COMMANDED to bring with you the books, papers, records, and other documents in your possession or under your control, described as follows:

[Describe subpoenaed documents]

This subpoena is issued pursuant to Hawai'i Revised Statutes §§ 92-16, 368-3 and Hawai'i Administrative Rule § 12-46-33. Failure to obey this subpoena may result in

enforcement proceedings in the circuit court.

DATED: _____, Honolulu, Hawai'i

HAWAI'I CIVIL RIGHTS COMMISSION
STATE OF HAWAI'I

By:
Its Hearings Examiner

RETURN OF SERVICE OF SUBPOENA

Received this subpoena on _____ at _____
(Date) (Time)

and on _____ at _____, I served it
(Date) (Time)

upon the within named _____

by delivering a copy to her/him and tendering her/him the fee for one day's attendance and

mileage as allowed by law.

Dated:

Signature

Printed name