



HAWAI‘I CIVIL RIGHTS COMMISSION

KOMIKINA PONO KIWILA O HAWAI‘I

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GUIDELINES & TIPS:

- Permission to file documents electronically must be given by the Hearings Examiner
- Submit all documents for filing in PDF format
- Documents sent to be filed via email outside of normal state business hours (8:00am to 4:00pm), weekends, or holidays will be filed the next business day
- Parties are still responsible for service. Adjudications will attempt to email all parties any filings received as a courtesy.

A document might not be filed if:

- Case name & docket number in the document caption do not match
- Case name is missing, or document is not clearly identifiable, or is illegible
- No signature by counsel or parties / document is not otherwise fully executed
- Document submitted is not a PDF (Word is not accepted)

If a document is not filed, Adjudications will timely notify the party and/or counsel

The Hawai‘i Civil Rights Commission (HCRC) holds hearings pursuant to Haw. Rev. Stat. Chapters 91 and 368, and Haw. Admin. Rules Title 12, Chapter 46, subchapter 1. The substantive rules can be found at Haw. Admin. Rules, Title 12, Chapter 46, subchapters 4-8, online at <https://labor.hawaii.gov/hcrc/find-a-law/>. Hearings are run by the Adjudication Section of the HCRC.

Electronic Filing with the HCRC

The HCRC is experimenting with e-filing during hearings. **This is not an automated system like the one used by the Judiciary Electronic Filings System (JEFS), but is done by staff and therefore, there may be errors and delays.** The email address, DLIR.HCRC.hearings@hawaii.gov, is only to be used in connection with the docketed case by a party or representative. It is not checked when cases are not docketed. It is provided to parties in a hearing, to simplify filing by email during contested case hearings.

Permission to file electronically must be granted by the Hearings Examiner, typically through an *Ex Parte* Motion for Leave to File Electronically. Primary use of the HCRC’s Hearings Inbox is to assist parties and counsel in the filing of documents related to docketed cases set for contested case hearings. It should not be used for correspondence. Messages sent to Adjudications staff through HCRC’s Hearings Inbox should be brief and limited to your intention to file documents for a docketed case. To reduce confusion, please do not “cc” the HCRC’s Hearings Inbox to solely communicate with opposing counsel.

For those who are granted leave to file documents electronically, the file stamped copy of the document will be returned **by email**. One (1) hard copy can be provided upon request.

If you are waiting for Orders or other documents filed by the Hearings Examiner, please call Adjudications directly at (808) 586-8659. If you need to calendar a hearing for a motion, you can call Adjudications directly or email DLIR.HCRC.INFOR@hawaii.gov, with the subject line, “Request to calendar hearing on [filed motion], [case name / docket #]”.

If you have any questions about the Hawai‘i Civil Rights Commission’s contested case hearing process and procedure, HCRC Adjudications can be reached at (808) 586-8659.