



STATE OF HAWAII
HAWAII LABOR RELATIONS BOARD

FORM HLRB-25
E-FILING CONSENT FORM AND PROTOCOL
(Revised October 2024)

Pursuant to Hawai'i Administrative Rules (HAR) § 12-43-5(c), the Hawai'i Labor Relations Board (Board) requires parties to use File & ServeXpress (FSX), a third-party electronic filing system.

There is no cost to the user for basic FSX usage. Self-represented litigants who are not able to use FSX may file a signed written request with the Board for an exemption from electronic filing, stating the reasons for the request. Parties not using FSX must conventionally file documents with the Board and serve parties at their own expense. *See* HAR § 12-43-5(d). Any concerns or issues may be directed to the Board at (808) 586-8616 or via email at dlir.laborboard@hawaii.gov.

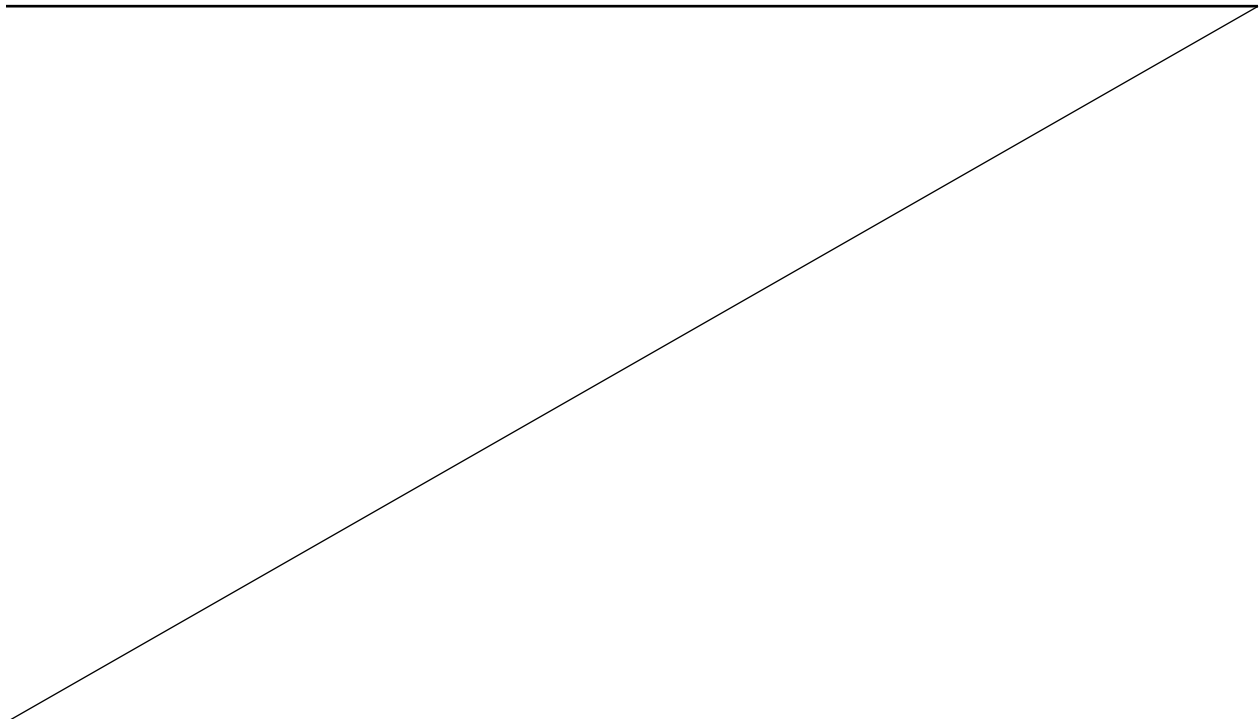
CONSENT TO E-FILING ON FILE & SERVEXPRESS

1. By signing this Consent form and registering with FSX, parties agree to electronically file and receive documents from all parties and the Board.
 - a. The electronic service on a party registered with FSX shall be considered valid and effective service and shall have the same legal effect as conventional service.
 - b. Electronic service of a document is satisfied upon delivery via FSX.

An electronically filed document is deemed to be filed as of the date and time affixed on the document by FSX provided that any document filed with FSX on a day or at a time when the Board is not open for business shall be deemed to have been filed on the next day the Board is open for business. The Board's business days are Monday through Friday from 7:45 a.m. to 4:30 p.m., excluding State holidays. *See also* HAR § 12-43-8.

- c. The Board may extend any deadline for good cause shown. This includes, but is not limited to: if electronic filing or service of a document does not occur because of FSX's failure to process the document, inaccessibility to FSX's system, or an FSX error, and not due to the FSX user's fault.
2. The use of electronic signatures shall be legally binding and enforceable under Haw. Rev. Stat. § 489E-7.

3. Parties shall not permit the use of the party's user ID and password by anyone except as allowed under HAR § 12-43-5(c)(1) and subject to the requirements of FSX. A party or party representative's username and password constitute the verification of the identity of the user.
4. Each party shall maintain with FSX their current e-mail address at all times, and any change in a party's e-mail address shall be immediately filed in FSX's "Preferences" menu, "My Organization Profile" section, "Manage Users."
5. Parties shall not include any personal information in electronic filings. Personal information includes the following: social security numbers, bank accounts, medical and health records, date of birth, home addresses, and any other information in which a person has a significant privacy interest. *See* HAR § 12-43-7.
6. The Board will not maintain any paper document that is filed in FSX.
7. The Board reserves the right to change the terms of this agreement and to modify or cancel the protocols and the FSX system at any time, upon written notice to a party or its representative. A party utilizing the FSX system to electronically file documents with the Board agrees to be bound by the most current version of the agreement and protocols, which will supersede all previous versions; a copy of the most current version of the agreement and protocols is available on the Board's official website. Following a revision, a party may opt out of this agreement by providing written notice to the Board.



The undersigned hereby agrees to file and receive all documents filed under HRS Chapters 89, 377, or 396 through electronic filing on File & ServeXpress, in accordance with the terms stated above.

Name: _____

Organization: _____

Mailing Address: _____

Telephone: _____

E-mail: _____

Dated: _____

Signature

The person signing above agrees that by signing their name in the above space with a “/s/ first, middle, last name” is deemed to be treated like an original signature.

Please fill out, sign, and return this form to:

**Hawai‘i Labor Relations Board
830 Punchbowl Street, Room 434
Honolulu, Hawai‘i 96813**

or e-mail to dlir.laborboard@hawaii.gov

Upon receipt of the signed agreement, the Board will email you instructions to register with File & ServeXpress.