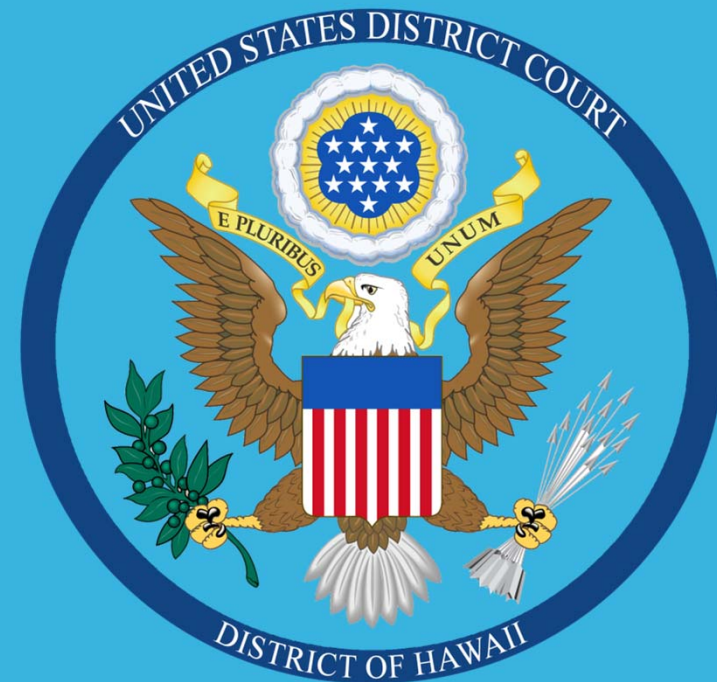


# **MEDIA USER GUIDE: PUBLIC ACCESS TO FEDERAL COURT RECORDS**

U.S. DISTRICT COURT, DISTRICT OF HAWAII



# TALKING POINTS

- ▶ Access to federal court records
- ▶ Observing Court Hearings
- ▶ Media Blogging Requests
- ▶ CM/ECF vs. PACER- What is the difference?
- ▶ How can I sign up and maintain my accounts?
- ▶ What types of reports can I run?



# PUBLIC ACCESS TO COURT RECORDS

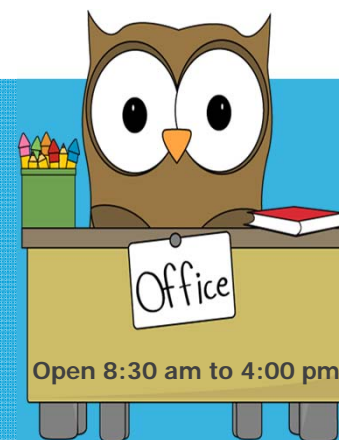
## ACCESS RECORDS AT THE CLERK'S OFFICE

The Clerk's Office is open daily from 8:30 am to 4:00 pm

- ❖ We have 3 public computer terminals for researching and printing.
- ❖ A card catalog and microfiche provide information for cases from 1977 – 1993
- ❖ Many physical case files have been retired to the Federal Record Center and National Archives. Records can be retrieved, if needed.

The following U.S. District Court for the District of Hawaii are available electronically:

Docket sheets for cases filed: 1993 – current  
Documents filed: January 1, 2006 – current





# THE MEDIA & THE CLERK'S OFFICE

## PAST

Limited access to information during business hours only.

Daily calendar required a trip to courthouse

Media accounts tracked copies and were billed monthly by the clerk's office

Longer wait time for access to recent filings

Limited to viewing paper files at the courthouse.

PAPER ONLY

## PRESENT

24 hour public access to court electronic records.

Maintain and control your own accounts and billing.

On-line files can be accessed by multiple users simultaneously

Files can be accessed any where , home, office, or on the go.

Electronic files to download, save or print.



# OBTAINING COURT CALENDARS

WWW.HID.USCOURTS.GOV  
(COURT WEBSITE)

DAILY CALENDARS ARE POSTED ON  
EACH FLOOR OF THE COURTHOUSE



## Options:

Daily Calendar  
7 Day Calendar

## Information:

Presiding Judge  
Courtroom Name  
Case number  
Time of hearing  
Type of Hearing  
Party name  
Attorney name

# VISITING THE UNITED STATES COURTHOUSE & OBSERVING HEARINGS

## UNITED STATES DISTRICT COURT

### DISTRICT OF HAWAII

#### ELECTRONIC DEVICES POLICY

1. Any person may bring into the courthouse an electronic device, such as a cellular phone, smartphone, laptop computer, tablet computer, or similar functioning device having wireless communications capability. Any such device is subject to security inspection.
2. Except while inside a courtroom or as prohibited by this policy, any person may use an electronic device to make telephone calls, to transmit and receive data communications, such as email or text messages, or to access the Internet.
3. Inside a courtroom, no person may use an electronic device for any purpose except attorneys of record, who are authorized to use an electronic device, consistent with paragraph 2 above, only in connection with a then ongoing, case-related proceeding.
4. Photography and audio and video recording are prohibited in the courthouse at all times, except as authorized by the court consistent with law, rule, or policy.
5. Notwithstanding this policy, a judge, unless otherwise prohibited by law, rule, or policy, may permit, prohibit, or restrict the use of an electronic device in any or all proceedings before that judge for any reason.
6. Any person who fails to adhere to this policy or to a judge's directions with regard to the use of an electronic device may be removed from the courthouse or subjected to other sanctions, including the confiscation of an electronic device.

Court Order adopted march 18, 2014





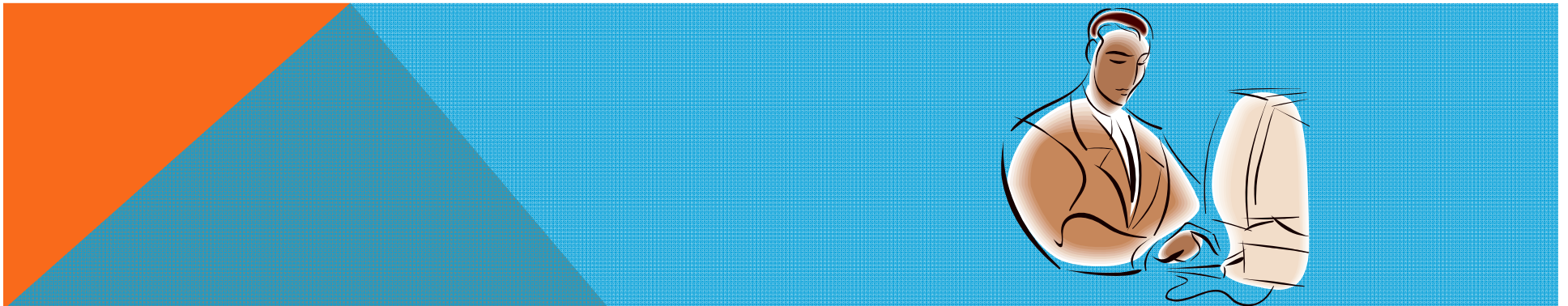
# MEDIA BLOGGING REQUESTS- APRIL 2012

The media may request that a presiding judge grant them permission to use a laptop, smart phone, together with wireless internet access, into the courtroom for the purpose of uploading text to the internet or to a peer to facilitate news coverage.

## LINK TO ORDER RE: MEDIA BLOGGING

1. Case-by-case review, at the sole discretion of the presiding judge.
2. All requests must be made in writing, using the request for media blogging form.
3. Request must be emailed to the presiding judge's order email address.

28 day rule- For matters calendared **at least 28 days in advance**, request should be made 14 days prior to the start of the hearing;  
**Less than 28 days in advance**, request must be received as far in advance as practicable.



# EMAIL ADDRESSES FOR BLOGGING REQUEST

## **LR100.8.3. E-mail addresses for order and stipulation submission to Chambers:**

Judge Kevin S. C. Chang	chang_orders@hid.uscourts.gov
Judge Helen Gillmor	gillmor_orders@hid.uscourts.gov
Judge Alan C. Kay	kay_orders@hid.uscourts.gov
Judge Leslie E. Kobayashi	kobayashi_orders@hid.uscourts.gov
Judge Barry M. Kurren	kurren_orders@hid.uscourts.gov
Judge Susan Oki Mollway	mollway_orders@hid.uscourts.gov
Judge Richard L. Puglisi	puglisi_orders@hid.uscourts.gov
Judge J. Michael Seabright	seabright_orders@hid.uscourts.gov
Judge Derrick K. Watson	watson_orders@hid.uscourts.gov
Visiting Judges	visit_orders@hid.uscourts.gov

These e-mail addresses shall only be used for submitting proposed orders and stipulations to the court. They shall not be used for submitting correspondence to the court.

Upon review, the signed order form will be electronically filed in the applicable case, and delivered to you via email, with a Notice of electronic filing (NEF).



# REQUEST FOR MEDIA BLOGGING FORM

[LINK TO REQUEST FORM](#)

Media members who are **granted** permission to blog shall present the following to Court Security upon arrival at the courthouse for the hearing:



- ✓ A copy of the signed request and order
- ✓ Media credentials, picture ID
- ✓ The equipment being used, for inspection.

# BLOGGING RULES: PURSUANT TO COURT ORDER

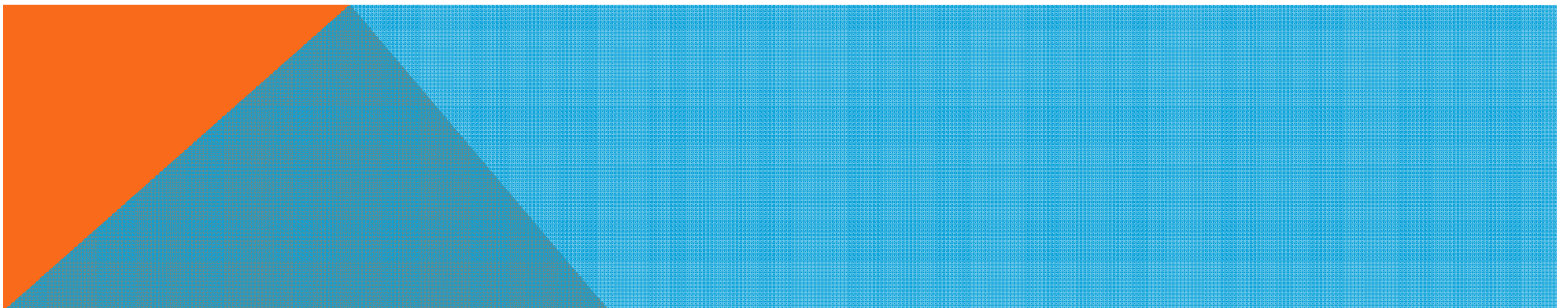
The following rules apply to all bloggers. Individual presiding judges reserve the right to establish additional rules and requirements, as necessary:

1. No recordings may be made inside the courthouse;
2. No photographs may be taken inside the courthouse;
3. Blogging must not create a distraction in the courtroom, whether for participants in the proceedings or others; and
4. Any violation of the terms of this order may result in the imposition of sanctions, including removal from the courtroom.



**IMPORTANT  
RULES!!!**

# **RESEARCHING YOUR CASE IN FEDERAL COURT**





# ACCESS FEDERAL COURT RECORDS ELECTRONICALLY

## WHAT IS CM/ECF?

A comprehensive software system developed by the Administrative Office of the US Courts which allows all appellate, district, and bankruptcy courts to maintain electronic case files and offer electronic filing and notification

CM – Case Management – the component that the court uses internally to manage the electronic docket

ECF – Electronic Case Filing – the component that enables attorneys and their staff to file documents electronically.



# CM/ECF brings the clerk's office..... to your office.

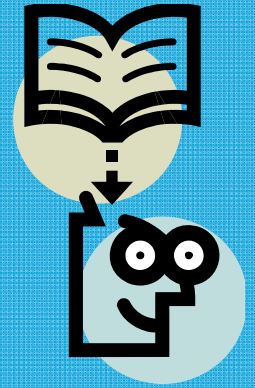
## Features and Benefits:

- ▶ Allows registered attorneys to file documents 24 hours a day, 7 days a week, from home or office.
- ▶ Allows organizations to reduce paper, postage, and courier fees, through electronic service.
- ▶ Provides instant email notices of case activity to parties.
- ▶ Allows immediate access to full case information for attorneys, parties, and general public.



# CM/ECF MEDIA ACCOUNT REGISTRATION

[LINK TO CM/ECF MEDIA APPLICATION FORM](#)



APPLY FOR A READ ONLY CM/ECF  
MEDIA ACCOUNT ,  
TO RECEIVE NOTICES OF  
ELECTRONIC CASE FILINGS  
(NEF'S) &  
FOLLOW CASES OF INTEREST  
AND RECEIVE INSTANT INFO.



# SETTING UP EMAIL NOTIFICATIONS IN CM/ECF

## MAINTAINING YOUR MEDIA ACCOUNT



### ACCESS "LIVE" CM/ECF SYSTEM

It is the responsibility of the account holder to maintain their own account, which includes the following:

- Add and remove cases of interest
- Add, delete and update email addresses
- Changing passwords if necessary.

The clerk's office does not know your password. But you can reset your password at anytime from the log in screen.

# WHAT IS PACER?- PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

- PACER- allows users to VIEW, PRINT, or DOWNLOAD documents in current and closed federal cases, maintained locally, in CM/ECF. Documents are available for viewing immediately after they have been electronically filed.
- Case information is available 24 hours a day, including weekends and holidays.
- **You will need a PACER account.** (Different from a CM/ECF Media account)
- PACER is a fee for service site. Fees apply to most documents. 10 cents per page with a max. charge of \$3.00 per document. The cap does not apply to name searches, reports that are not case-specific, and transcripts of federal court proceedings.
- By Judicial Conference policy, if your usage does not exceed \$15 in a quarter, fees are waived.



# PACER- REGISTER FOR YOUR ACCOUNT



[LINK TO PACER REGISTRATION WIZARD](#)

- ❖ Anyone can register for PACER, you do not need to be an attorney.
- ❖ You will be billed quarterly.
- ❖ If you would like to try PACER before registering, visit [FREE TRAINING SITE](#).
- ❖ More detailed information about how to use PACER is available in the [PACER user manual](#).



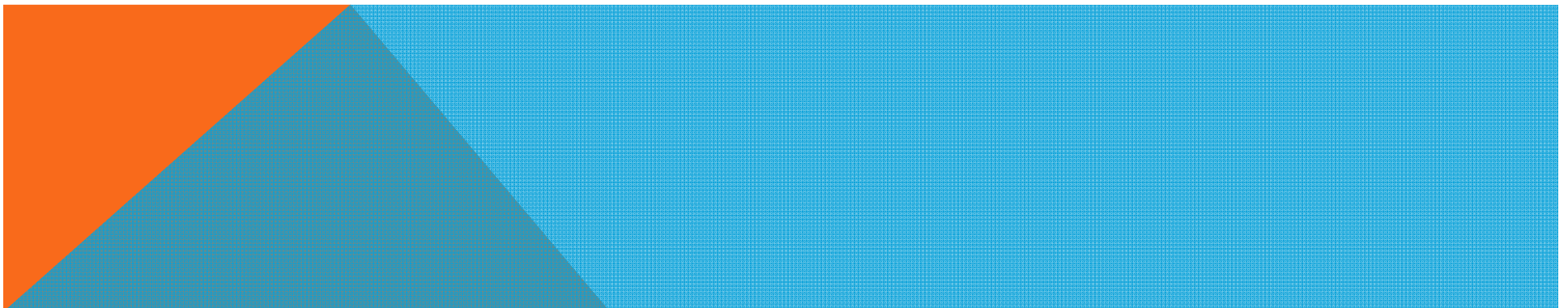
# PACER- RUNNING REPORTS, CASE LOCATOR

Pacer Case Locator- You may conduct nationwide searches of federal cases to determine whether or not a party is involved in federal litigation.

[link to PACER Case Locator](#)

Search by Region (circuit), case number, case title, file date.

Search by Party Name



# PACER- RUNNING REPORTS, DOCKET ACTIVITY REPORT

The Docket Activity Report- can be used to provide members of the media with a virtual press box of documents filed with the court for any day, or during any date range, with convenient links to the documents themselves. Search for anything filed TODAY!

A search of documents may be narrowed to documents filed in a specific case .

[LINK TO RUN DOCKET ACTIVITY REPORT](#)

Search by date range

Search by event category- charge, minutes, motion, order, plea, trial



# PACER- RUNNING CASES REPORT- CIVIL

You can obtain a list of civil cases filed in this court by category:

[link to CM/ECF](#)

**CIVIL CASE REPORT:** To find whether there have been any Civil Rights cases:

1. Log into the Court's ECF system using either your ECF media account or PACER account.
2. Click **REPORTS** on the blue menu bar.
3. If you have logged in using your ECF media account, you may be asked for your PACER information here; if so, enter it.
4. Select Civil Cases under Civil Reports.
5. The Civil Cases Report screen will provide you with a variety of search criteria (e.g., Office, Case type, Nature of Suit, Case Flags, Cause, etc.). Keep the default values for most of the items, and change the following to meet your needs:
  - a. Select the desired Case type (i.e., civil or miscellaneous).
  - b. Select the desired Nature of Suit from the drop-down menu. Example: 895 (Freedom of Information)
  - c. Make sure the Open or Closed check boxes are checked or unchecked for your particular search.
  - d. Enter an appropriate Filed date range. Example: 1/1/2013 to 1/31/2013
  - e. Click [Run Report]. You will then obtain a listing of Freedom of Information cases filed in January, 2013.

\*You may select more than one option by holding the control <ctrl> key when you make your selections  
\*PACER FEES APPLY



# PACER- RUNNING CASES REPORT- CRIMINAL

[Link to CRIMINAL CASE REPORT](#)

You can run a criminal case report by time frame:

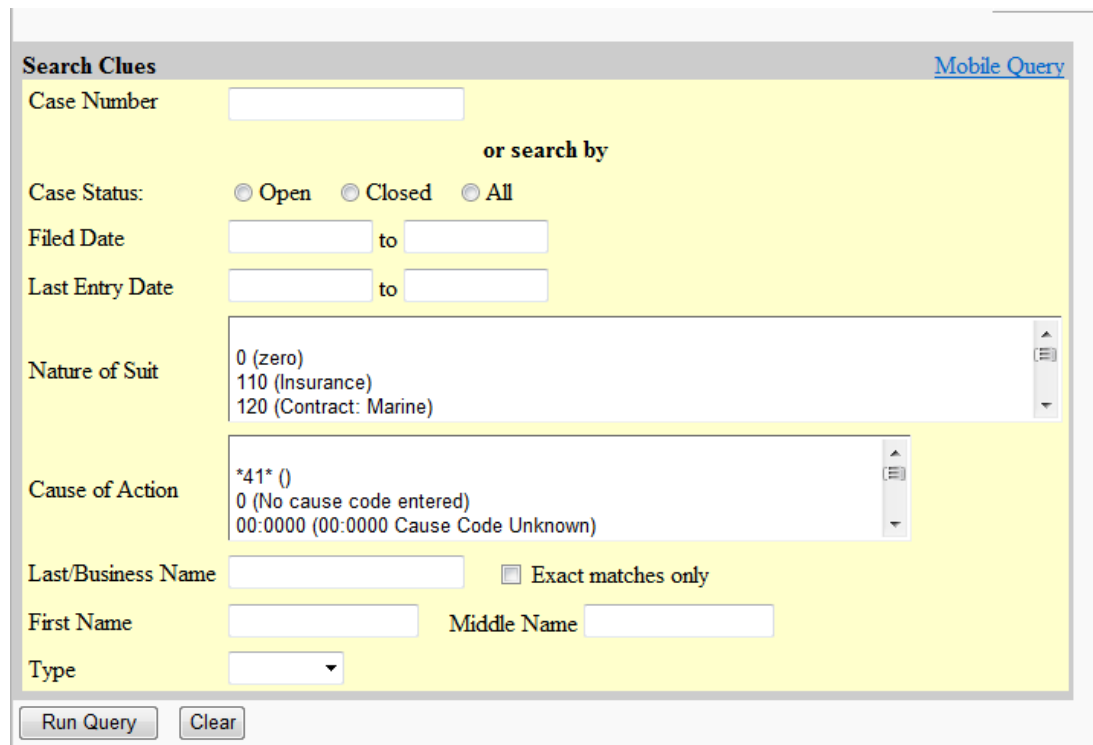
1. Log into the Court's ECF system using either your ECF media account or PACER account.
2. Click **REPORTS** on the blue menu bar.
3. If you have logged in using your ECF media account, you may be asked for your PACER information here; if so, enter it.
4. Select Criminal Cases under Criminal Reports.
5. The Criminal Cases Report screen will provide you with a variety of search criteria (e.g., Office, Case type, Case Flags, Citation, etc.). Keep the default values for most of the items, and change the following to meet your needs:
  - a. Select the desired Case type (i.e., criminal or magistrate).
  - b. Enter an appropriate Filed date range. Example: 1/1/2013 to 1/31/2013
  - c. Click [Run Report]. You will then obtain a listing of criminal cases filed in January, 2013.

\*Although there are other search criteria available, the best way to search is by case type and date range.

\*PACER FEES APPLY

# PACER- SEARCH BY OPEN QUERY

Click on Query from the blue menu bar and input clues to search.



The screenshot shows the 'Search Clues' form in the PACER system. The form has a yellow background and a blue header bar with the text 'Search Clues' and a link 'Mobile Query'. The form contains several input fields and a search button. The fields are: 'Case Number' (text input), 'Case Status' (radio buttons for 'Open', 'Closed', and 'All'), 'Filed Date' (text input with 'to' separator), 'Last Entry Date' (text input with 'to' separator), 'Nature of Suit' (dropdown menu with options: '0 (zero)', '110 (Insurance)', '120 (Contract: Marine)'), 'Cause of Action' (dropdown menu with options: '\*41\* ()', '0 (No cause code entered)', '00:0000 (00:0000 Cause Code Unknown)'), 'Last/Business Name' (text input with 'Exact matches only' checkbox), 'First Name' (text input), 'Middle Name' (text input), and 'Type' (dropdown menu). At the bottom are 'Run Query' and 'Clear' buttons.

**WARNING:** Search results from this screen are NOT subject to the 30 page cap.

Please be as specific as possible with your search criteria to yield the best results.

**TIP:** Use \* in your search, when proper spelling is unknown.  
Example. Last/Business Name: Tom\*  
Tomoguchi, Tomaguchi, Tomayo, Tomaio

# SEALED AND REDACTED PLEADINGS

If a document is filed under seal, the docket entry will usually state “**filed under seal**”.

You will not be able to open or view the document in PACER.

On occasion, documents are provisionally sealed, and ordered unsealed. Check the docket periodically for updates.

## **E-Government Act of 2002**

The following personal data identifiers are *redacted* from all documents filed with the court: Social Security numbers (last 3 digits)

Names of minors (initials only)

Dates of birth (year only)

Financial account numbers

Home address (city and state only)



CONFIDENTIAL



# OBTAINING COURT TRANSCRIPTS

[LINK TO TRANSCRIPT ORDER FORM](#)

**Transcripts can be ordered directly from the court reporter.**

On the case docket, please refer to the minute entry designated as an (Entering Proceeding (EP:)) for the court reporter to contact:

EP: Sentencing to the Felony Information as to defendant Mark Iwamoto held on 9/6/2012. Defendant present, 1 - Imprisonment: 41 Months. Supervised Release: 5 Years with conditions. Fine: \$5,000. Restitution: N/A. Spent to the custody of the U.S. Marshal. (Court Reporter Katherine Eismann.) (JUDGE LESLIE E. KOBAYASHI) (

**Reporter contact information is available at [hid.uscourt.gov/contacts/reporters](http://hid.uscourt.gov/contacts/reporters) or email requests to: [transcripts@hid.uscourts.gov](mailto:transcripts@hid.uscourts.gov)**

Electronic sound recordings can be purchased for \$30.00

Transcripts can be purchased at different rates.

Transcripts are released to PACER 90 days from the day they are filed with the court.

# MEDIA RESOURCES

[LINK TO COURT WEBSITE](#)



sources.cfm?SNpid=08:SNmid=3

United States District Court  
District of Hawaii

Chief Judge Susan Oki Mollway General Information Line: (808) 541-1300 • 300 Ala Moana Blvd, Rm C338 • Honolulu, HI 96850

Home | Calendars | Court Resources | Orders | Judges' Requirements | Forms | Contact Us | Links

**CM/ECF Resources**

- Login to ECF
- Training
  - Schedule
  - Computer Based Training (CBT) Modules
  - Manuals & Guides
  - FAQs
- Attorney Registration
- Resources
- CMECF Help Desk
- Media Resources**
- About Us
- Court Hours and Holidays
- Written Opinions
- U.S. Pretrial Services

**Media Resources**

**Miscellaneous**

- Tips for Members of the Media
- Pacer Service Center
- Media Application for Notices of Electronic Case Filing (HID 473)
- Order Regarding Media Blogging
- Request for Media Blogging form

**2015 State/Federal Court and Media Conference Materials**

- Media Conference Agenda
- Introduction to Federal Courts
- Hawaii State Court Presentation