



Tips for Members of the Media

- PACER
- Email Notification of Filings
- Free Written Opinions
- Blogging Request

Online Access to Court Records
for U.S. District Court for the District of Hawaii

PACER

The following U.S. District Court for the District of Hawaii records are available through PACER:

Docket sheets for cases filed: 1993 - current

Documents filed: January 1, 2006 - current

Fees apply for most documents (currently 10 cents per page with a maximum charge of \$3.00 per document.) For further information on obtaining a PACER account or questions regarding PACER fees contact:

PACER Service Center
P.O. Box 780549
San Antonio, TX 78278

(800) 676-6856 or (210) 301-6440

<http://pacer.psc.uscourts.gov>

Setting Up Email Notification

Members of the media may receive email notification of filings in individual cases. To establish an email notification account, media members must submit a completed Media Account Application. Upon receipt of a completed Media Account Application by the U.S. District Court, Clerk's Office, your login and password will be emailed to you.

Users can receive email notification of all electronic filings in cases in which they are interested by setting the automatic email notification in their user account. This is done by the following method:

- Access the "LIVE" system.
- Click on **Utilities** on the blue tool bar in ECF.
- Click on **Maintain Your Account**.
- Click on **Email Information**.
- Enter your **primary email address**
- To add additional email addresses, fill in the field, click on **add a new email address**. Once a valid email address is entered, additional options to configure your email delivery become available. **See Figure Number 1**.
- You can select the type of Delivery Method you would like to receive. Those categories are **Send A Daily Summary Report or Send a Notice for Each Filing**. A Daily Summary is sent to you at the end of the day (after midnight) and a Notice for Each Filing gives notice the exact time something is filed. The summary has no fee; however, accessing the documents from the summary will incur PACER costs.
- To add specific cases, at the Case-specific options enter the case number(s) you would like to be noticed on **See Figure Number 2**.
- Once you have added the case number, click on **Find This Case**.
- When the case is found click on **Add case(s)** and the case(s) will be added to the "These cases will send notice" box.
- After you enter all your information, click on **Return to Person Information Screen** button which takes you back to your **Maintain User Account Screen**.
- Click on **Submit** button, and the second **Submit** button.
- To verify the cases you will receive notice on click on **Show all cases for this email address**.

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

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

Figure 1

Configuration options

sample@gmail.com

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? Yes No

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Figure 2

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

1:13-cv-00001-LEK-RLP Rogers et al v. Liko Kauai Cruises, Inc. et al (interest)

These cases will send notice *as a summary report*. (alternate method)

1:12-cv-00100-SOM-KSC Deaquiar v. Whole Foods Market, Inc. et al

(Copy case lists from here)

Obtaining Written Opinions

Written opinions issued by the U.S. District Court for the District of Hawaii after January 1, 2006, are available through PACER without a fee.

1. Log into the Court's CM/ECF system using your PACER account.
2. Click on **Reports**.
3. Click on **Written Opinions** under Civil and Criminal Reports.
5. The Written Opinions Reports screen will provide you with a variety of selection criteria to help you refine your search including: Case Number, Office, Nature of Suit, Case Type, Cause, Case Flags, etc. Keep the default values for most of the times as they are. Change only those values which meet your specific search.

If you were looking for a written opinion in FOIA Cases for a period of time filed during the month of May, you would enter in the field as such.

In the file between field, enter the following data:

1/1/2010 and 5/1/2010

In the cause field, enter the following data:

05:0552fi (05:552 Freedom of in...)

6. Click on **Run Report**.

The system then provides you with a list of Written Opinions for that selection criteria.

NOTES: Written Opinions are defined by the Judicial Conference as “any document issued by a judge of a Court sitting in that capacity that sets forth a reasoned explanation for a Court’s decision. The responsibility for determining which documents meet this definition rests with the authoring judge.”

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of suit by holding down the control (ctrl) key when you click on your selections.

The Filed “to dates” can be set for any range, but the system may only identify Written Opinions issued January 1, 2006 and later.

Blogging Requests

The media may request that a presiding judge grant them permission to bring a laptop, smart phone, personal digital assistant or the like, together with wireless internet access, into the courtroom for the purposes of uploading text to the internet or to a peer to facilitate news coverage. For details, see Order Re Media Blogging on the court's website.

Requests must be made in writing using the Request for [Media Blogging form](#) and be emailed to the presiding judge's orders email address. The aforementioned are also found on the court's website.

For matters calendared at least 28 days in advance, requests must be received by the court 14 days prior to the start of the hearing. For matters calendared less than 28 days in advance, requests must be received as far in advance as possible.