

INSTRUCTIONS FOR ATTORNEYS COMPLETING THE CIVIL INFORMATION SHEET

The civil information sheet and the information contained herein neither replaces nor supplements the filings, the service pleadings or other papers as required by law, except as provided by the rules of court.

This form is required by the Clerk of Court for the purpose of initiating the civil docket sheet.

Consequently, a civil information sheet is submitted to the Clerk of Court for each civil complaint filed.

The attorney filing a civil complaint is to complete the form as follows:

I. PLAINTIFFS-DEFENDANTS

List names: last, first, middle initial.

If the plaintiff or defendant is a government agency, use only the full name.

If the plaintiff or defendant is an official within a government agency, first identify the agency and then the official's name and title.

If there are several plaintiffs-defendants, list them on an attachment noting in this section, "(see attachment)".

1(a). ATTORNEYS

List the attorney's name and license number.

If there are several attorneys, list them on an attachment noting in this section, "(see attachment)".

II. NATURE OF SUIT

Place an "✓" in the appropriate box.

If the cause fits more than one nature of suit, select the most definitive.

III. ORIGIN

A. Original Proceedings: cases originating in the circuit district.

B. Transfer from District Court: cases transferred from district court under Hawaii Rev. Stat. §604-5, 633-31 (1985).

C. Transfer from another Circuit: cases transferred from another circuit under Hawaii Rev. Stat §603-37-37.5 (1985).

IV. DEMAND

Indicate the remedy being demanded such as a monetary sum or preliminary injunction.

V. JURY DEMAND

Indicate whether or not a jury is being demanded.

VI. CLASS ACTION

Indicate whether or not a class action is being filed.

VII. REQUEST TO EXEMPT FROM ARBITRATION

Indicate whether or not the form, "Request to Exempt from Arbitration" is being filed.

VIII. RELATED CASES

List the docket number(s) and the corresponding judge for related pending cases.

IX. DATE AND ATTORNEY SIGNATURE

Date and sign the civil information sheet.