



# Legal Aid Society of Hawai`i

## Registering An Out-of-State Court Order in O`ahu Family Court

This brochure will help you if you have an out-of-state Paternity Order or Divorce Decree and you want to register the order or decree with **Family Court on O`ahu**.

### IMPORTANT NOTE:

(If you fear your former spouse/partner AND do not want him/her to know that you are in Hawai`i.)

You do not need to notify your former spouse/partner when you register your paternity or divorce decree in Hawai`i. **HOWEVER**, if you want to change or enforce the out-of-state order, you will need to notify your former spouse/partner. For more information, call the Legal Aid Society of Hawai`i.

**If you have a Paternity Order or Divorce Decree from another state**, you can register that order or decree with the family court in the county where you now live.

Registering the order or decree:

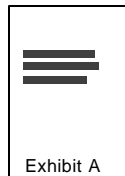
- Tells the court in your county that a valid order has already been issued;
- Tells the court in your county that your order should be honored in Hawaii.
- Is especially important if you have custody under the order and you fear that your partner may kidnap your child.

**NOTE: Filing an out-of-state order or decree requires a \$90 filing fee. If you can't afford the fee, call the Legal Aid Society of Hawai'i and ask how to get it waived.**

#### STEPS:

1. Get a certified copy of your court order.

Call the court which issued your Paternity Order or Divorce Decree and ask them how to get a certified copy of the order or decree. When you call, have your case number ready if possible. (In Hawai'i, the case number is on the top right hand side of the court order, but this may not be the case in other states.)



2. Label the certified copy "Exhibit A."

Once you get a certified copy of the Paternity Order or Divorce Decree, write "Exhibit A" in black ink on the bottom center of the certified copy (*see picture*).

3. Get the proper form to register with the Family Court.

**If you live on O'ahu:** Go to Family Court (777 Punchbowl Street, 2nd Floor) and pick up a copy of the form called "Registration and Filing of Foreign Custody Order or Decree." You must use this form. Page 3 of this brochure is a sample which will help you complete the court form.

**Neighbor Islands:** You need to use a different form to register your court order with the family court in your county. Call the Legal Aid Society of Hawai'i and request instructions.

4. Make extra copies of the blank form. Make several copies of the form before you start so that you have extras in case you make a mistake.

5. Before you start:

You must either *type* the required information onto the form or *write neatly in black ink*.

6. Fill out the registration form. See the sample on page 3 of this brochure. The ***BOLD ITALICIZED INSTRUCTIONS*** tell you how to fill in the blank lines.

7. Make copies.

Once you complete the form, make 4 copies of the completed form and 4 copies of the certified copy of your out-of-state order or divorce decree.



8. Staple the forms together properly.

Staple the *original* Registration and Filing Form on top of the *original* certified copy of your Paternity Order or Divorce Decree. Staple once on the top left and once on the top right of the documents (*see picture at right*). Staple the rest of the copies the same way so that you have 5 sets (original plus 4 copies).

9. File the forms with Family Court. Take the original plus the copies of the stapled documents to the law clerks at the Court Management Services Branch of the Family Court. On O'ahu, this office is located at 777 Punchbowl Street, 2nd Floor. Leave a note with your name and phone number for the court workers to call you after the Judge signs your order.

10. Keep a copy of the signed order. Once the judge signs the order, keep a copy of it in at least two separate, safe places.

(YOUR NAME)  
(YOUR STREET ADDRESS)  
(YOUR CITY, STATE, ZIP CODE)  
(PHONE NUMBER WHERE YOU CAN BE REACHED)  
Plaintiff Pro Se

**Note:** if you want to keep your address and phone number private, write *CONFIDENTIAL* instead of your address and phone number.

IN THE FAMILY COURT OF THE FIRST CIRCUIT  
STATE OF HAWAII

YOUR FULL NAME IN CAPITALS,	)	UCCJ NO. <u>(LEAVE THIS LINE BLANK)</u>
	)	
Plaintiff,	)	REGISTRATION AND FILING OF FOREIGN
	)	CUSTODY ORDER OR DECREE; EXHIBIT A
vs.	)	
	)	
OTHER PARENT'S FULL NAME IN	)	
CAPITALS,	)	
	)	
Defendant.	)	
_____	)	

REGISTRATION AND FILING OF FOREIGN CUSTODY ORDER OR DECREE

Comes now YOUR FULL NAME IN CAPITAL LETTERS, Plaintiff above named, by and through his/her attorney of record, and hereby registers and files a certified copy of EXACT TITLE OF YOUR ORDER OR DECREE entered in the NAME OF COURT WHICH ISSUED THE ORDER OR DECREE Court of the State of STATE WHICH ISSUED YOUR ORDER OR DECREE, attached hereto as Exhibit A.

This registration and filing are made pursuant to Hawaii Revised Statutes (HRS) Sections 583-15 and 583-16.

DATED: Honolulu, Hawaii, ENTER THE DATE HERE.

SIGN HERE

Plaintiff Pro Se



Legal Aid Society of Hawai'i  
 924 Bethel Street  
 Honolulu, HI 96813



## Legal Terms

- Custody control of the child, either legal or physical (see definitions below)
- Date-stamp the stamp the clerk at Family Court puts on your papers when you file them
- Divorce Decree the final order granting a divorce; describes both parents rights with respect to child custody, visitation, and support
- File to deliver documents to the clerk at the court
- Legal Custody the power to make major legal decisions about your child's future (such as religion, health care, and education)
- Non-custodial the parent who does not have the authority to keep the child with him or her and/or does not have the authority to make legal decisions about the child
- Parties the persons actively taking part in the legal proceeding
- Paternity Order a court order which legally establishes the father of a child born to unmarried parents; describes both parents' rights to child custody, visitation, and support
- Physical Custody the right to have your child live with you
- Plaintiff the one who starts a court action
- Pro Se representing yourself without a lawyer
- Supervised Visitation visitation by the non-custodial spouse with someone else present to ensure the safety of the child
- Visitation the right of the non-custodial parent to see the child

## Useful Names & Numbers

Legal Aid Society of Hawai'i  
 924 Bethel Street  
 Honolulu, Hawai'i 96813  
 (808) 536-4302

<http://www.legalaidhawaii.org>

O'ahu Family Court  
 777 Punchbowl Street (near Restaurant Row)  
 General information.....539-4200

If there has been abuse in your relationship, call:  
 Domestic Violence Clearinghouse  
 & Legal Hotline.....531-3771  
 Pu'u honua.....523-7763  
 Shelter for Abused Spouses.....841-0822  
 Military Shelter.....533-7125  
 Temporary Restraining Order Hotline.....538-5959

For family counseling, call:  
 Family Peace Center.....841-1445

For child support information, contact:  
 Child Support Enforcement Agency (CSEA)  
 601 Kamokila, Blvd. Suite 251  
 Kapolei, HI 96707  
 (808) 587-4250  
 Toll-Free (888) 317-9081  
 csea-adm@pixi.com