



Legal Aid Society of Hawai`i

Registering An Out-of-State Court Order in Family Court on Neighbor Islands

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 an island **other than 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 order or divorce decree in Hawai`i. **HOWEVER**, if you want to *change* or *enforce* the out-of-state order, you will need to notify him/her. For more information, contact the Legal Aid Society of Hawai`i.

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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 Hawai'i.
- 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. Page 3 of this brochure is a blank court form you can use to register your order or decree with the Family Court in your district.

If you live on O`ahu, you need to use a different court form to register your out-of-state order or decree. Call the Legal Aid Society of Hawai'i for more information.

4. Make extra copies of the blank form. Make a few copies of the form before you start so 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 instructions written on the form on page 3 (grey text and small text). They will tell you how to complete the form.

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 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 four sets plus the original set (5 in all).



9. File the forms with Family Court. Take the original set and the copies of the stapled documents to the Family Court filing clerks in your county (see the back of this brochure for addresses). Put the original set on top. Leave a note with your name and phone number for the court workers to call you after the Judge signs your order. If you don't hear from the court, check there after about a week.

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.

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 and get them date-stamped

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 person 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 make sure the child is safe

Visitation the right of the non-custodial parent to see the child

Useful Numbers to Know

Legal Aid Society of Hawai'i
<http://www.legalaidhawaii.org>

Hilo: 305 Wailuku Drive
Hilo, HI 96720
(808) 961-2851

Kona: 75-5656 Kuakini Hwy, Suite 203
Kailua-Kona, HI 96740
(808) 329-3910

Maui: 2287 Main Street
Wailuku, HI 96793
(808) 244-3731

Kaua'i: 4370 Kukui Grove Street, Suite 204
Lihue, HI 96766
(808) 245-7580

Moloka'i: P.O. Box 427
Kaunakakai, HI 96748
(808) 553-3251

Lana'i: P.O. Box 315
Lanai City, HI 96763
(808) 565-6089

Family Courts

Hilo:

File at: 75 Aupuni Street
Hearings: Waiakea Office Plaza
345 Kekuanaoa Street
(808) 934-5700

Kona:

File at: Keakealani Bldg., Rm 240
(Old Kona Hospital)
Hearings: 77-6399 Nalani Street
(808) 329-7377

Maui, Moloka'i, & Lana'i:

2145 Main Street, Suite 2146
(808) 244-2770

Kaua'i: 3059 Umi Street, Rm. 201
(808) 246-3300

For Child Support information, contact:
Big Island

Hilo Child Support Enforcement Agency
777 Kilauea Avenue
Hilo, HI 96720
(808) 933-4425

Maui, Moloka'i, & Lana'i

Maui Child Support Enforcement Agency
35 Lunalilo Street, Suite, 201
Wailuku, HI 96793
(808) 243-5050

Kaua'i

Kauai Child Support Enforcement Agency
4180 Rice Street, Suite 104
Lihue, HI 96766
(808) 241-3811