

Office Of Administrative Hearings
Department of Commerce & Consumer Affairs
Medical Claims Conciliation Panels
Design Professional Conciliation Panels
State of Hawai'i

MCCP Fast Track Claim Filing Procedures

Claimant's attorneys who wish to use the MCCP Notice of Hearing and Required Submittal form must complete the following items before filing the Claim and the Notice of Hearing and Required Submittal with the MCCP:

1. fill in the names of the parties in the caption, but leave the MCCP No. blank (we will assign a case number when the claim is filed);
2. fill in the names and addresses of the parties and/or their attorneys;
3. fill in the date, time, and location of the hearing.
 - a. If the Claimant's attorney is able to arrange for a hearing site other than the MCCP Hearings Room, the Claimant's attorney may select the hearing date. However, the hearing date must be ***at least four (4) months*** from the date that the claim is filed, unless otherwise agreed by all of the parties to the claim.
 - b. If the Claimant's attorney wishes to have the hearing at the MCCP Hearings Room, the Claimant's attorney must call the MCCP for a hearing date.

The completed MCCP Notice of Hearing and Required Submittal form along with the Claim and the appropriate filing fees (or the Ex Parte Motion to Waive Filing Fees), can then be filed with the MCCP.

Once the MCCP receives the filing, we will assign a case number to the claim, execute the Notice, and then send the documents to the parties via certified mail.