

Employees' Retirement System of the State of Hawaii
201 Merchant St, Suite 1400
Honolulu, Hawaii 96813-2980
(808) 586-1735 <http://ers.ehawaii.gov/>

**REQUEST FOR REVIEW OF HAWAII DOMESTIC RELATIONS ORDER
OR PROPOSED HAWAII DOMESTIC RELATIONS ORDER**

INSTRUCTIONS: This is a form to request review of a Hawaii Domestic Relations Order (HiDRO) Model Form for Pre-Retirement (Form ERS-300) or Post-Retirement (Form ERS-301) to the Employees' Retirement System.

A non-refundable fee of \$300 is required for each review. Submit the following to the address stated above:

- _____ An original certified-copy of a court-entered HiDRO Model Form, or proposed HiDRO Model Form (absent court-entry);
- _____ This form (completed with an original signature); and
- _____ Payment of the fee for review (\$300) by check, made payable to Employees' Retirement System.
- _____ For a proposed HiDRO (absent court-entry), if the Requestor is a former/spouse, an original certified copy of the court-filed Complaint for Divorce **OR** an original certified copy of the court-entered Divorce Decree.

SECTION A: REQUESTOR'S INFORMATION

Name of Requestor*: _____

Care of (Requestor's third-party representative, if any)**: _____

Address: _____

Phone Number _____

Court Case Number _____ Date of Court Filing*** _____

ERS Member/Retirant Name: _____ Full SSN: _____ - _____ - _____

Alternate Payee Name: _____ Full SSN: _____ - _____ - _____

Alternate Payee's Date of Birth: _____ (month) / _____ (day) / _____ (year)

* Requests must be made by an ERS member/vested former member/retirant or spouse/former spouse of the preceding.

** Requests submitted by a third-party (such as an attorney) on behalf of a Requestor will not be processed unless the ERS is provided with a letter containing the original signature of the Requestor verifying that the third-party is authorized to act on their behalf.

*** Leave blank if request is for a Proposed HiDRO.

SECTION B: REQUEST REVIEW OF (check one):

_____ **Court-entered HiDRO:** A court-entered HiDRO Model Form may be submitted for review and determination of whether it is or is not qualified as a HiDRO. **Only court-entered HiDRO Model Forms are eligible for determination by the Employees' Retirement System that it is or is not qualified as a HiDRO.**

_____ **Proposed HiDRO:** A proposed HiDRO Model Form (absent court-entry) may be submitted for review and notice of whether it meets the requirements for a HiDRO. **This is an optional review** that does not replace the process to qualify a court-entered HiDRO Model Form. **To obtain a determination of whether a proposed HiDRO Model Form (absent court-entry) is qualified, it first needs to be entered by a court, and then submitted to the ERS for review as a court-entered HiDRO Model Form as referenced above (with a separate fee of \$300).**

SECTION C: PAYMENT SUBMISSION

Enclosed is my payment check, payable to **Employees' Retirement System** in the amount of \$300. I understand that this fee is non-refundable, and that my cancelled check will be my receipt of payment.

Requestor's Signature _____ Date _____