

UJS provided Public Access Record Search

# **Public Access Record Search User Guide**

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## Summary

The **Public Access Record Search (PARS)** system is a website that will provide record search report capability to the public. The search will reflect docket entries in Criminal, Domestic Protection Orders, Stalking Protection Orders and Foreign Protection Orders. A last name and date of birth are required to perform the search.



\*\*\* Important Information \*\*\*

ANYONE ACCESSING PUBLIC INFORMATION FROM THIS INTERNET PORTAL SHOULD REVIEW THE FOLLOWING DISCLAIMER:

The public information viewed on the Public Access Record System reflects the docket entries in criminal, domestic protection orders, stalking protection orders and foreign protection orders.

When searching for information on the Public Access Record System, please enter a person's name AND date of birth.

#### Fee Schedule

There will be a \$20.00 fee for any search submitted. The fee is charged when the search is submitted and applies regardless of whether the search returns any records found for the requested search.

If you believe you have found inaccurate information, or if you believe some information that should be included in the docket is missing, please contact the appropriate Clerk of Courts Office to request a change or addition. Contact information for the Clerk of Courts can be found on our [Help Page](#).

Dockets are continuously updated during normal business hours, but cannot make assurances that the latest information on orders or filings available at the Clerk's Office have been recorded on the dockets. In no event shall the South Dakota Unified Judicial System be held liable for damages of any nature, direct or indirect, arising from the user of this system; including but not limited to loss of profits, loss of savings, business interruption, loss of business information or other incidental or consequential damages or loss.

## Site URL

Prod Site: <https://ujspars.sd.gov>

## Search Information

**Search Information**

\* Last Name:

Last Name AKA/Alias:

\* Date of Birth:

Case Type:  **Both Criminal and Protection Orders**  Criminal  Protection Orders

1. Last Name field is a required field and must contain a minimum of three alpha characters
  - a. For optimal returned demographic records, only enter the first three characters of the last name
2. Last Name AKA/Alias field is not required but can be used in conjunction with the last name field
3. Date of Birth is a required field
  - a. System will NOT allow you to enter a minor's date of birth
4. Option to search on Criminal and/or Protection Order case types

- a. For any other case types, requestor will need to fill out the Record Search Form and return with a check or money order
  - i. Drawdown account holders may contact their assigned Search Center
- 5. Demographic records that match the entered Search Information will be returned on the Results screen to be selected by requestor

## Contact Information

**Contact Information**

The Record Search Report will be sent to the email address provided below. To ensure electronic delivery of the report, please verify the email provided is accurate prior to submitting your request.

\* Email Address:

\* Verify Email Address:

Phone Number:

- 1. Email address is required
  - a. Verification email address must match
  - b. Report will be sent to email address entered
- 2. Phone number is not required

## Credit Card Information

**Credit Card Information**

\* Name on Card:

\* Card Number:

\* Expiration Date:

\* Security Code:

\* Billing Address:

\* Zip Code:

\* City:

\* State:

- 1. Valid Credit Card must be entered
- 2. Billing Address must be the same address as the credit card statement address
- 3. Entering a US Zip Code will automatically populate the City and State of South Dakota

## Terms and Conditions

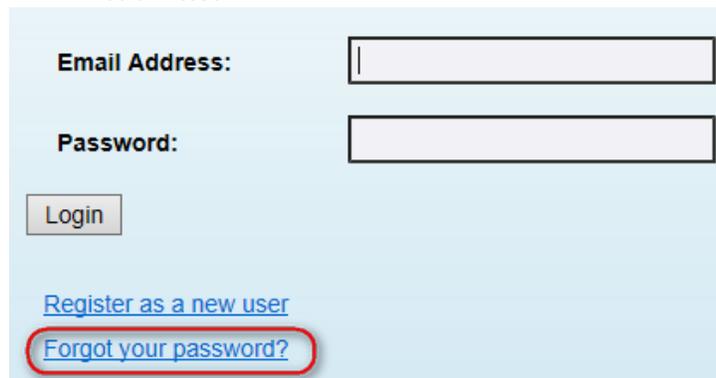
- 1. Requestor must agree to Terms and Conditions
  - a. A warning will display informing the requestor a \$20 fee will be accessed once the "Search" button has been clicked

## Login

Email Address:

Password:

1. Click the Login button or Login hyperlink
2. Enter email address
3. Enter password
  - a. Click the forgot password link to reset your password
    - i. New password cannot be any of the previous 5 passwords entered
    - ii. Password request will expire after 3 hours and a new request will need to be submitted



The screenshot shows a login form with two input fields: 'Email Address' and 'Password'. Below the fields is a 'Login' button. Underneath the button are two links: 'Register as a new user' and 'Forgot your password?'. The 'Forgot your password?' link is circled in red.

- b. Enter your email address
  - c. Click Send
  - d. You will receive an email with further instructions to change your password
4. Click Login

## Register

# User Registration

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Zip Code:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Phone:	<input type="text"/>
Email Address:	<input type="text"/>
Confirm Email:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

1. Click the Register button or Register hyperlink
2. Enter First Name, Last Name, Address and Phone Number
3. **Email address will become the login user name**
4. Password Requirements
  - a. Must have 8-15 characters
  - b. Must have at least 1 number
  - c. Must have at least 1 lower case
  - d. Must have at least 1 upper case
  - e. Must have at least 1 special character
    - i. \!@#%&\*()
5. **MUST have an established drawdown account**
  - a. If you do not have a drawdown, click the Request Drawdown Account link
  - b. Minimum deposit of \$100 is required
  - c. Minimum drawdown balance is \$20
    - i. To add additional funds, send a check or money order to the assigned search center
6. Drawdown account number will be used to withdraw funds for each search
  - a. Must know drawdown account number
  - b. Email address must be associated to the drawdown account in Odyssey
7. Report will be sent to the email address used to register/log in
  - a. Email address must be associated to the drawdown account in Odyssey
    - i. If email address is not valid, you must contact your Search Center to get your email address added to the drawdown account

## Search Results

1. Name result(s) returned
  - a. Click Send Report to generate the report to be emailed to email address provided

<a href="#">Send Report</a>	John	J	Test	II	1/1/1960
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2. Name result does not match intended demographic record initially needed
  - a. Click the No Results hyperlink to complete the request to generate the report to be emailed to email address provided

**The Name(s) listed above match your search parameters.**

If the person you are requesting a record search report is not listed in the results above, complete the record search report by clicking here: [No Results](#)

No results were returned, or the user you were looking for was not in the list.  
Please complete the full name of the user you are searching for to generate a No Result report.

First Name:

Last Name:

Last Name AKA:

Date of Birth: 1/1/1900

Search Type: Criminal and Protection Order

3. If you believe two or more records could be the same person a Merge Request should be completed to ensure the most accurate record search report
  - a. Click the Merge Request button

Request Report from Clerk of Courts as demographic records returned are believed to be the same person.

## Merge Requests

1. Select two or more name results for the merging request

Merge	PartyID	First Name	Middle Name	Last Name	Suffix	Date of Birth
<input checked="" type="checkbox"/>	8698307	test		test		1/1/1960
<input checked="" type="checkbox"/>	8744237	John	J	Test	II	1/1/1960

2. Click Merge Selected
  - a. The results selected will display in a new table
  - b. Select preferred name for your record search report if records do not meet the merge requirements

## Select Default

Default	PartyID	First Name	Middle Name	Last Name	Suffix	Date of Birth
<input type="radio"/>	8698307	test		test		1/1/1960
<input checked="" type="radio"/>	8744237	John	J	Test	II	1/1/1960

3. Records selected **do not** meet the merge records requirement
  - a. Record selected from the second table will be the record used to generate the report to be emailed to the email address provided

## Did not get email with report

1. Add [NoReply\\_UJSNotifications@uj.s.state.sd.us](mailto:NoReply_UJSNotifications@uj.s.state.sd.us) to your white list to prevent email notification from ending up in your spam or junk folders
2. There were no results returned and the final steps were not completed

No results were returned, or the user you were looking for was not in the list.  
Please complete the full name of the user you are searching for to generate a No Result report.

First Name:

Last Name:

Last Name AKA:

Date of Birth: 1/1/1900

Search Type: Criminal and Protection Order

3. Contact UJS at [UJSPARSupport@uj.s.state.sd.us](mailto:UJSPARSupport@uj.s.state.sd.us) with the name and date of birth of the person you performed the search on