

Registered User Guide for
eAccess

eAccess Registered User Guide

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eAccess Information

Website

<https://ujportal.sd.gov/Portal/>

eAccess provides South Dakota active Bar members access to South Dakota case data electronically. In order to register for access, you MUST:

- Be registered and in good standing with the SD Bar
- Be registered with File & Serve and ensure you're listed as a Service Contact on the Public List

Case Information and Documents

Registered Attorneys will have access to all open security case data; if they are the attorney of record (must be listed on the Clerk's case), they will have access to open security documents.

State's Attorneys will have access to all open security criminal case data, including open security documents; and, all open security non-criminal case data, only access to documents if they are the attorney of record (must be listed on the Clerk's case).

Once an attorney has been inactivated as the attorney on a case, documents for that case will no longer be available for them. If you are the attorney of record and are unable to view documents, please contact the Clerk's office to ensure you are listed on their case.

How to Register

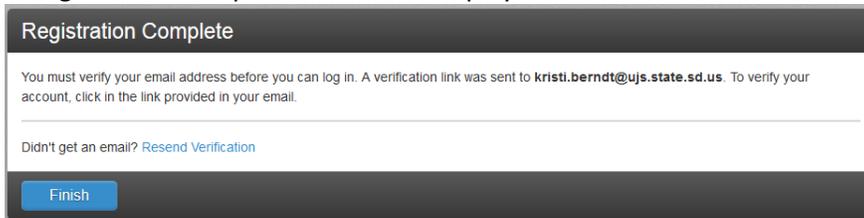
- Go to the eAccess site: <https://ujportal.sd.gov/Portal/>
- Click the Register / Sign In dropdown in the upper-right corner of the page
- Click Register

The screenshot shows a web browser window with the address bar displaying <https://ujportal.sd.gov/Portal/>. The page title is "Unified Judicial System Portal". In the top right corner, there is a "Register / Sign In" dropdown menu with "Register" and "Sign In" options. The main content area features a "Court Information" section with the following text: "MAKING A PAYMENT? Internet Browsers supported: Internet Explorer 10, Firefox, Chrome and Safari. The Register / Sign In link is restricted to South Dakota Licensed Attorneys. The eAccess application is currently in a pilot phase. We appreciate your patience until the application is available statewide. Contact Clerk of Courts". Below this is a "Make Payments" section with a green dollar sign icon and the text: "Make Payments Make a payment or select payment alternatives for criminal and traffic cases."

- Complete the registration form
 - **The email address and bar number MUST match what's on file with the South Dakota State Bar Association Directory.**
 - Your email address will be the username used to sign into eAccess
 - Password requirements, must be at least:
 - Eight characters
 - One special character
 - One uppercase character
 - One number
 - Mobile Phone and Service Provider fields are not required



→ A Registration Complete screen will display:



→ And a confirmation email will be sent from No_Reply@TylerTech.com

No Reply: Confirm Your Email

No_Reply@TylerTech.com

Sent: Thu 11/5/2015 4:19 PM

To: Fleagle, Andrea

Andrea Fleagle,

Your registration request has been received. Please visit the [Unified Judicial System Portal](#) site to activate your account.

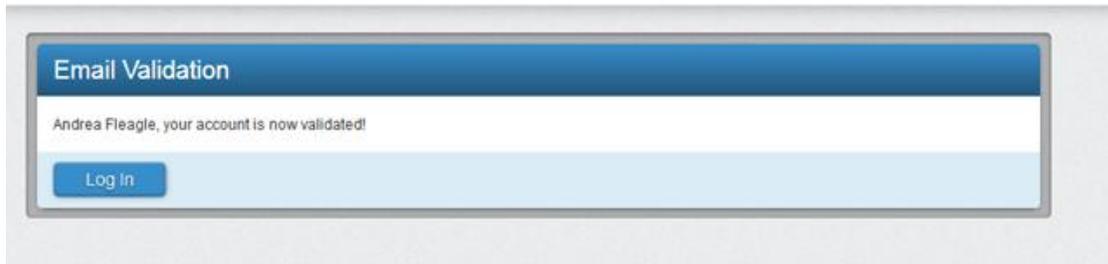
The link provided will only be valid for 10 days. You must validate the email address within those 10 days to confirm your registration.

If you have received this email in error, please disregard.

- Click the link within the email received to confirm your email address
 - The link will direct you to the site stating your account is now validated



Unified Judicial System Portal



- Click the Log In button
- Enter your email address as the User name and the password you created
- Click the Sign In button
- You will be directed to the Request Access screen
- Click the dropdown arrow to select the “Register for eAccess” option

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role

Register for eAccess

- Enter your State Bar Number
- Click the drop down arrow for the Requested Access Level
- Select either Attorney or State’s Attorney

Complete the Following

Enter State Bar Number

Requested Access Level

Attorney
 State's Attorney

- Click the box next to “I agree to the Terms and Conditions”
 - If you would like a copy of the Terms and Conditions, click the box next to “Email me a copy”
- Click Submit

→ You will receive an email stating your request has been received; you will not be able to access any case data until the request has been approved.

No Reply: Your Portal Access request Was Received

NoReply_UJS@uj.s.state.sd.us

Andrea Fleagle,

Your Unified Judicial System Portal access request has been received. You will be notified of any status change via email.

Please do not reply to this email. If you have received this email in error, please disregard.

Approval Process

The eAccess request will be Approved or Denied by UJS. This process could take up to two business days.

Possible reasons eAccess request could be denied:

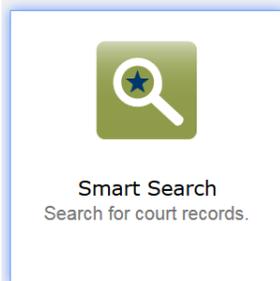
- Invalid Bar Number – the number within eAccess does not match the attorney bar number within Odyssey
- Email address registered with eAccess does not match the attorney email within the Odyssey attorney record
- User is not a member of the File and Serve Public List
 - Please contact the UJS HelpDesk at UJSeSupport@uj.s.state.sd.us with questions regarding the File and Serve Public List

Once approved, you will receive an additional email approving your eAccess request. Until the request is approved, you will not have the ability to search for case information.

How to Search

Case Search

- Click the Register / Sign In dropdown in upper-right corner of the page
- Click Sign In
- Enter your User Name (email) and password
- Click the Smart Search icon



- Enter the entire Case Number in the Search Criteria text box
- Click Submit or press the Enter key

Smart Search

*Required

Search Criteria

* Enter a Record Number or Name in Last, First Middle Suffix Format

06MAG15-test

Advanced Filtering Options -

Submit

- The case will appear within the Search Results tab
- Click the case number hyperlink

Cases

Case Number	Location	Party Name	Date of Birth
06MAG15-TEST	Brown	TEST, TEST TEST	01/01/1960

- The details of the case will be displayed on the Details tab, scroll down or click the links on the right-hand side of screen
- Click the “Additional Information” box to retrieve additional information about the case
- Click the “Print” button to print the case summary information

Case Information

06MAG15-TEST | STATE OF SOUTH DAKOTA vs. TEST TEST TEST

Case Number	Court	File Date
06MAG15-TEST	Brown	03/09/2015
Case Type	Case Status	
Criminal Magistrate	Pending	

Print

Additional Information

- Case Information
- Party
- Charge
- Events and Hearings
- Financial

Back to top

- To View Documents, click the “View Document” button; you can print, save or just view the document once it’s open.

06/26/2013 COMPLAINT

[View Document](#) COMPLAINT

Name Search

- Click the Register / Sign In dropdown in upper right corner of the page
- Click Sign In
- Click the Smart Search icon
- Enter your User name (email) and password

- Enter the name in Last Name, First Name format (Test, Test)
- Click the Submit button
 - eAccess does allow you to search using a wild card (*). The name must have a minimum of three characters (Mouse,Mi*)

Smart Search

*Required

Search Criteria

test,test

Advanced Filtering Options ▾

Submit

- A list of names matching the search criteria will be displayed

Party Search Results

Print

Name	Date of Birth
▶ MOUSE, MICKEY	05/01/1995
▶ Mouse, Mickey	
▶ MOUSE, MICKEY M	
▶ MOUSE, MIGHTY	12/17/1980
▶ MOUSE, MINNIE	08/04/2015

1 - 5 of 5 items

- Click the Arrow next to the name to display the demographic information
 - Click the Cases hyperlink on the right to display all cases associated to that name
 - Select the case you want to view by clicking the case number hyperlink

▼ **MOUSE, MINNIE** 08/04/2015

Current Address: **9659 TH AVE SW
WATAUGA SD, 57660**

Gender: **Female**

[Cases \(1\)](#)

Case Number	Style / Defendant	Location
15TPO15-000001	MINNIE MOUSE vs. MICKEY MOUSE	Corson

- Click the Name hyperlink to return Details (will give you the details about the person and a list of cases)
- Click the case number hyperlink to retrieve the case information

1 Smart Search
2 Search Results
3 Details

MOUSE, MINNIE

Personal Information

Current Address	Gender	Person ID
9659 TH AVE SW WATAUGA SD, 57660	Female	4459091
	DOB	
	08/04/2015	

Print

- Party Data
- Warrants
- Cases
- Judgments
- Protection Orders
- [Back to top](#)

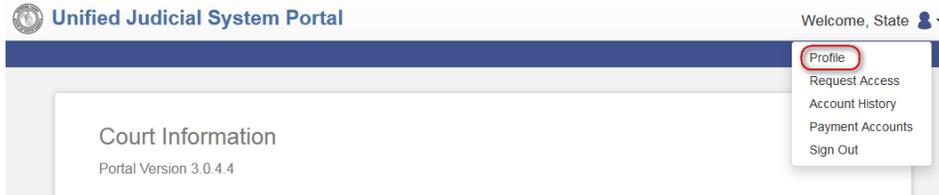
Cases

Case Number	Style / Defendant	Location
15TPO15-000001	MINNIE MOUSE vs. MICKEY MOUSE	Corson

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10 items per page
1 - 1 of 1 items

How to Change your Password

- Click the Register / Sign in dropdown in the upper right corner of the page
- Click Sign In
- Enter your User name (email) and password
- Click the arrow next to the Welcome, Your Name
- Click Profile



- Click the Change Password button at the bottom of the screen

A screenshot of the "Profile Information" form. The form has several input fields: "First Name" (containing "State"), "Last Name" (containing "Attorney"), "Email Address", "Mobile Phone" (containing "Mobile Phone (Numbers Only)"), "Mobile Phone Service Provider" (a dropdown menu with "Select Service Provider"), and "SMS Correspondence Address". At the bottom of the form, there are three buttons: "Update Account", "Change Password" (highlighted with a red box), and "Cancel".

- Enter your current password
- Enter and verify your new password
- Click Change Password

A screenshot of the "Change Password" form. It has three input fields: "Current Password" (containing "Old Password"), "New Password" (containing "New Password"), and "Confirm New Password" (containing "Confirm Password"). At the bottom, there are two buttons: "Change password" and "Cancel".

Contact South Dakota Unified Judicial System

To contact the UJS, please send an email to: UJSeSupport@uj.s.state.sd.us

Include the following information:

- Your Name
- Best contact phone number
- Case Number or Name (if applicable)
- Detailed description of the issue