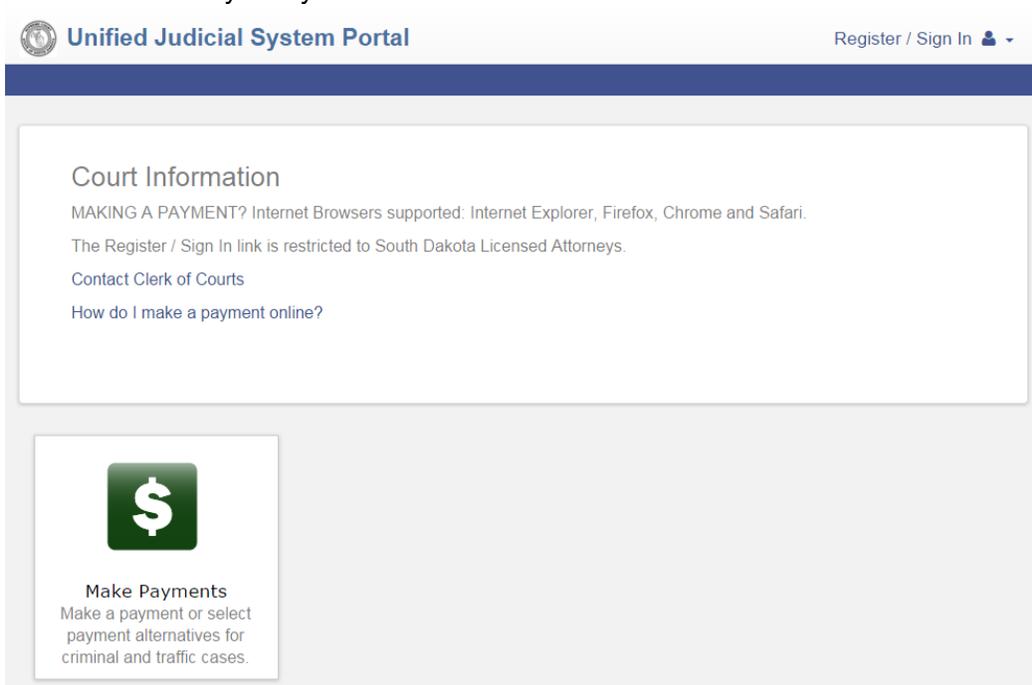


## ePayments

Site is accessible through the following browsers: Internet Explorer, Mozilla Firefox, Google Chrome, and Safari. This can be accessed from an iPad, smartphone or any other mobile device as long as it is using one of the browsers listed above.

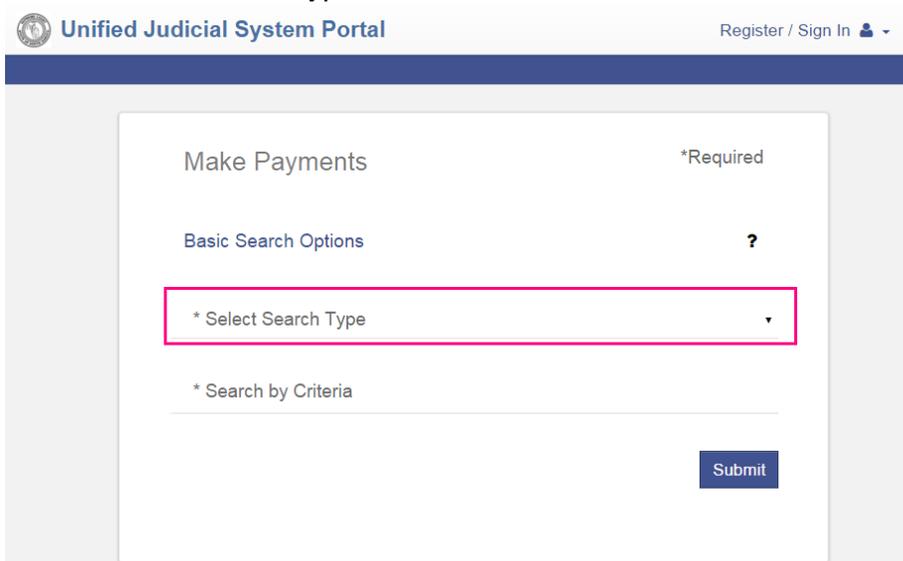
<https://ujportal.sd.gov/portal/>

The site looks like this, please note the Court Information; **DO NOT** Register, that is for SD Licensed Attorneys only:



The screenshot shows the top of the Unified Judicial System Portal. The header includes the logo and the text "Unified Judicial System Portal" on the left, and "Register / Sign In" with a user icon on the right. Below the header is a white box titled "Court Information" containing the following text: "MAKING A PAYMENT? Internet Browsers supported: Internet Explorer, Firefox, Chrome and Safari. The Register / Sign In link is restricted to South Dakota Licensed Attorneys. Contact Clerk of Courts. How do I make a payment online?". Below this box is a green square icon with a white dollar sign, followed by the text "Make Payments" and "Make a payment or select payment alternatives for criminal and traffic cases."

Once Make Payments button is clicked, you will be taken to the Make Payments screen:  
→ Select Search Type, either Citation Number or Case Number



The screenshot shows the "Make Payments" screen. The header is the same as the previous screenshot. The main content area is a white box with the title "Make Payments" and a "\*Required" label. Below the title is the text "Basic Search Options" followed by a question mark. A dropdown menu is highlighted with a red border, containing the text "\* Select Search Type" and a downward arrow. Below the dropdown is a text input field with the label "\* Search by Criteria". A blue "Submit" button is located at the bottom right of the form.

Citation number and name need to be entered as is on the ticket:

Here are some examples of citation numbers:

NO. **A124466-HP**  
Enter as: **A124466-HP**

Uniform Complaint  
NO. **K 509596** HP  
Enter as: **K509596**

NO. **5115** PD  
Enter as: **5115**

No: **GF 098202**  
Enter as: **GF098202**

Incident Number:  
**CFS18-027084**

AT NO. **PD18009295**  
Enter as: **PD18009295**

If no results are found, you will get this screen (entered case number/citation number incorrectly; name not spelled correctly):

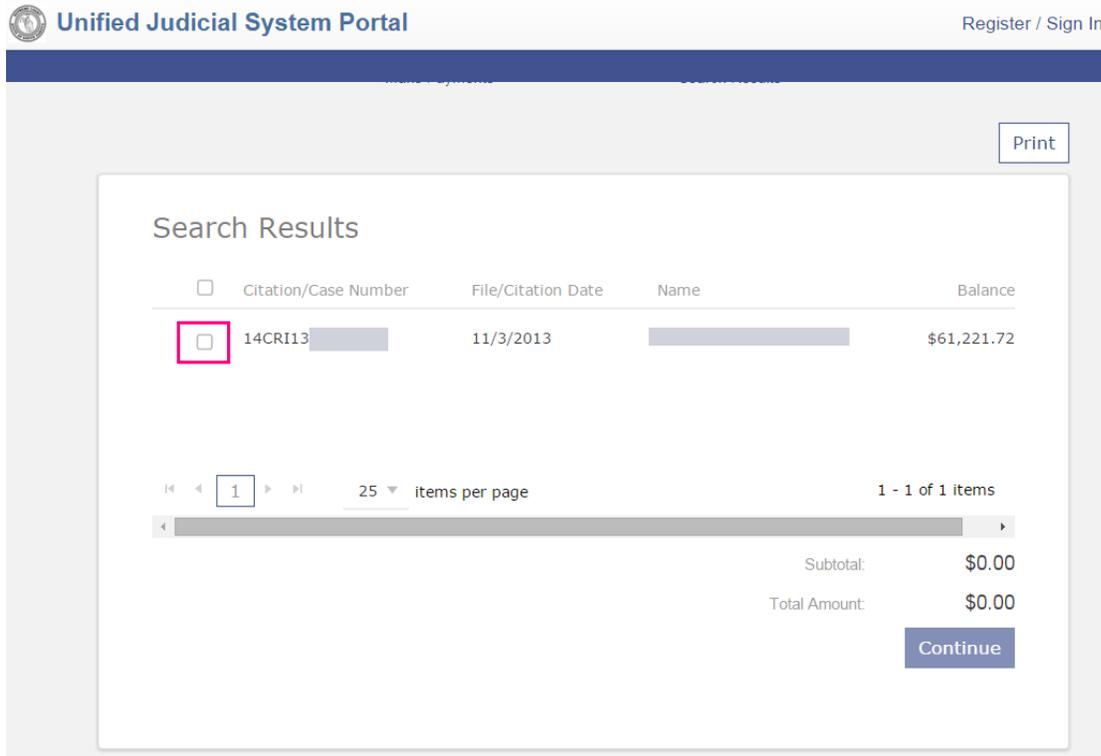
### Search Results

No records found based on criteria entered. Verify the case number (include zeros) or citation number entered. Verify the First and Last Name entered match the First and Last Name listed on the citation.

If a middle name or middle initial was entered, remove from the Middle Name field and try the search again without the middle name or middle initial.

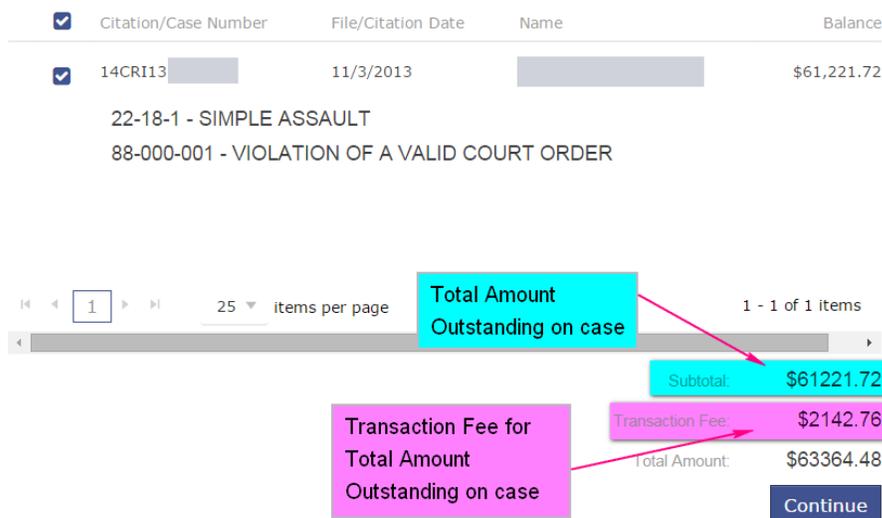
If the entered information is accurate, please contact the local Clerk of Courts.

The first screen that appears is going to look like this; you must select checkbox in front of case number or citation number:



Once the case is selected the below screen will appear, showing the charges on the case and the total amount outstanding plus the 3.5% fee for that total outstanding; if there is a payment plan on the case, there will be an option to change this on the next screen; *if there is not a payment plan on the case, contact the clerk of courts office if you would like to set one up:*

### Search Results



If there is a payment plan, the next screen is going to allow you to change the **Amount to Pay** and show the minimum amount that is due; if no payment plan, the only option will be to pay the entire balance:

Citation/ Case Number	Name	Balance	Minimum Due	Amount to Pay
14CRI13		\$61,221.72	\$100.00	\$ 61221.72

Subtotal:	\$61,221.72
Transaction Fee:	\$2142.76
Total Amount:	\$63,364.48

**Disclaimer**

I agree to the Terms and Conditions

Disclaimer – Please read before making your payment:

Once the Amount to Pay is changed (can be minimum amount due or higher, cannot be less than), the Subtotal, Transaction Fee and Total Amount change to the correct amount to be paid:

Citation/ Case Number	Name	Balance	Minimum Due	Amount to Pay
14CRI1		\$61,221.72	\$100.00	\$ 150.00

Subtotal:	\$150.00
Transaction Fee:	\$5.25
Total Amount:	\$155.25

**Disclaimer**

I agree to the Terms and Conditions

Disclaimer – Please read before making your payment:

User must agree to the **Terms and Conditions** and then select **Add Payment Details** at the bottom of the screen (may have to scroll down to get the Add Payment Details button).

Once you do this, you will be taken to this screen to enter your credit/debit card information; enter information and click the **Continue** button at the bottom of the screen:

 **Unified Judicial System Portal** Register / Sign In 

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Transaction Summary - Total Amount: \$155.25

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

### Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

Card Type	<input type="text"/>
Card #	<input type="text"/>
Exp. Date	<input type="text"/> <input type="text"/>
CVV Code	<input type="text"/> <a href="#">CVV Help</a>
Name on Card	<input type="text"/> *
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign
Address Line 1	<input type="text"/> *
	<small>Street address, P.O. box, company name, c/o</small>
Address Line 2	<input type="text"/>
	<small>Apartment, suite, unit, building, floor, etc.</small>
City	<input type="text"/> *
State	<input type="text"/> *
ZIP Code	<input type="text"/> *

After entering credit card information and clicking Continue, you will be taken to the following screen where you will need to verify your information and click the **Process Payment** button (you will likely have to scroll down to see the Process Payment button):

Transaction Summary - Total Amount: \$175.95

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

### Billing Detail

Card Type	MASTERCARD
Card #	*****5454
Exp Date	02/16
CVV Code	***
Name on Card	Name
Address Type	US
Address Line 1	Street
Address Line 2	
City	Pierre
State	SD
ZIP Code	57501

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### Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

Cancel Back **Process Payment**

You will receive a Payment Complete message and have the option to print the page to keep as a receipt.

Print

### Payment Complete

Your payment was processed successfully. Please allow up to 24 hours for the payment to post and be reflected on your case balance. Please print this page as a confirmation of your transaction.

Citation/Case Number	Party Name	Amount Paid
06POA15-000003	DRIFT, SNOW	\$99.00

Transaction Fee: \$3.46

Amount: \$102.46

Receipt Number: 10000343

If you scroll to the bottom of the page, you may enter your email address to have a receipt emailed to you.

Nothing contained on this website is to be construed as legal advice. You should consult with an attorney if you have any questions concerning the consequences or implications of making a payment through this system.

If you experience any technical difficulties while attempting to make a payment through this website, please contact the UJS Help Desk by sending an email to [UJSeSupport@ujs.state.sd.us](mailto:UJSeSupport@ujs.state.sd.us). If you have a question concerning the citation you received that does not require legal advice, please contact the clerk of court's office in the county where you received the citation.

By clicking the box next to "I Agree to the Terms and Conditions" below, you are agreeing to all of the terms and conditions stated on this page.

Enter email address testuser@email.com	Email My Receipt
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Home