FILE & SERVE

Civil Initial Filings
7th Circuit Pilot
Begins – August 27, 2014

WELCOME

- SD Unified Judicial System https://ujs.sd.gov
  - Odyssey/File & Serve
    - File & Serve website
    - Timeline
    - Filer Training Presentation

Website

- Legacy Applications:
Civil, Criminal, Financial, Supervision, Protection Orders & Calendaring

- Statewide Migration
  - Began – November 2011
  - Completed – June 2013

Odyssey

October 9th 2013	Mini-Pilot	Criminal	Subsequent
November 20th 2013	Pilot in 7th Circuit	Criminal	Subsequent
January 29th 2014	Statewide	Criminal	Subsequent
March 19th 2014	Pilot in 7th Circuit	Civil (Open)	Subsequent
June 25th 2014	Statewide	Civil (Open)	Subsequent
August 27th 2014	Pilot in 7th Circuit	Civil (Open)	Initial
October 2014	Statewide	Civil (Open)	Initial
November 2014	Statewide	Criminal	Sub/Mandatory
January 2015	Statewide	Civil (Open)	Sub/Mandatory
March 2015	Statewide	Civil (Open)	Initial/Mandatory

Timeline

- End of 2014
- Similar to Pacer

e-Access

- File up until 11:59 pm CST
- File Stamp – date & time submitted
- Service – when filing submitted

Filings

- Can be e-filed

- File motion to make part of the record

- Local rules

- Circuit Court specific – Rules/procedures for Supreme Court briefs do not change

Briefs

- Criminal Initial filings
- Sealed documents
- Administrative Records
- Appeal Bonds
- PHV Fees
- Proposed Orders
- Discovery (service only)

Not e-filed

- Abuse and Neglect
- Mental Illness
- Involuntary Commitment
- Adoption
- Pro Se
- Small Claims
- Juvenile

Case Types not e-filed

- Generally not filed - Depositions, Interrogatories, Requests for Documents, Requests for Admission or answers/responses to any of these; Attorney's Memorandums
- As Directed by Judge
- Failure to pay filing fee
- Filing Code/Document caption do not match
- Incomplete
- Needs Redaction
- No Pending Action
- Not legible
- Order Imposing Sanctions
- Wrong County/Court

Reject Reasons

- Redaction
  - original & redacted version

- e-Signature
  - Example: /s/ your name
  - Include date
  - Blue ink does not scan/transfer

Supreme Court Rule 13-12

- Used in Minnesota
- Used in North Dakota
    - Mandatory – July 2013
    - Increased 5,000 to 16,000 weekly

Odyssey

- UJS pays licensing fee
  - No user costs other than existing filing fees + 3.5% Merchant Payment Card Processing Fees

- UJS Support
  - Limited to Email request

- Use Form on Site
  - Include requested information

F&S Support

- Webinars Wednesdays @ 2pm CST
- Self-Study training videos
- Users Guides
- FAQ

Training

- Firm Checklist/Instructions
- Administrator Guide
  - Register Firm
  - Add Payment Account
  - Add Users
  - Add Service Contacts
    - Add your contacts to Public List

Register Firm & Users

Set up and maintains:

- Users/attorneys
- Passwords
- Payment Accounts
- Recommend - 2 admins

Firm Admin

Master List

- Service Contact tab
- Specific to each Firm
- Created and Managed by Firm Users

Public list

- Online 'Rolodex'
- Users added ONLY by their firm

eService

F&S Agreement
- Agreed at Registration
- Consent to be served by electronic means
- Service is accepted when email is delivered
- Filings Details

Public list
- Online 'Rolodex'
- Users added ONLY by their firm.
- View Details – who added to Public List
- Not on List – US mail, hand delivery, etc.

eService

Email

- 1 email = 1 account
- 2 firms = at least 2 email accounts

Required to efile

- credit card payment account
- at least 1 attorney to e-file

Firms

- Check popup blockers
- Silverlight required
  - MS version of Adobe Flash
- IE 11 **not** compatible
  - Use Firefox/Chrome
- Macintosh compatible
- iPad available 2015

Compatibility

- PDF or PDF/A format only
- Save as searchable PDF
- Scanned docs accepted
- Color docs
  - converted to black & white
  - may be rejected as "Not legible"
  - To remain in color - file w/clerk
- 300 x 300 resolution

Filed Documents

The State of
South Dakota

MESSAGE OF THE DAY

Welcome to South Dakota's File & Serve Portal

Email Address

Password

☐ Kee[...]

Forgot [...]

[...]nvenient online training. To sign up to use the File and Serve Portal click "Register Now."

[...]ing to accept service by electronic means and have a continuing obligation to update your

[...]cases will be expanding to Pennington, Custer, Fall River and Shannon counties on **November**

[...].com/s/EFileTrainingRegistration

```
UJS File & Server Assistance Request

Name:

Phone Number:

Available times for callback:

Case Number:

Envelope Number(if available):

Question/Inquiry:


Include Screen shot if possible:
Screen Shots HotKeys
   Copy: Alt+PrintScreen
   Paste: Shift+Insert  OR   rightClick -> Paste
```

LE[...]
• E[...]
• A[...]
• Q[...]
• Frequently Asked Questions

Self-study Online Training

• Introduction
• Access and Registration
• Basics and Administration

CONTACT

Please email the UJS eSupport if you have questions:
UJSeSupport@UJS.STATE.SD.US

Support is provided from 7:30 am to 6:00 pm CST.

Please include: Name, phone number, available times for callback, question and screen shots, if possible.

Assistance Request Form

eSupport

Learn & Train

? Odyssey File and Serve. The Help You Need for Successful e-Filing.

e-Filing References and Resources

For support information and regular updates regarding South Dakota e-Filing, please click the go button:

[South Dakota Unified Judicial System ▼] [Go]

Find an Answer

- e-File User Guide
- Quick Start Guide
- Administrator Guide
- Online Training
- e-File FAQs
- SC Rule 13-12
- Time Line
- E-Filing Document Codes

- Firm Admin - Adding Attorney to Firm
- Firm Admin - Adding New Users to Firm
- Firm Admin - Registering as a Firm Administrator
- Firm Admin - Setting Up a Payment Account as Firm Admin
- Independent User - Register Users into Existing Firm

Ask Someone

I have a question about court procedures

[Contact South Dakota Support ▼]

Name: South Dakota Unified Judicial System

Please include: Name, Phone Number, Available times for callback, Question and Screen shots if possible

Email: UJSeSupport@UJS.STATE.SD.US

Hours: Monday-Friday 7:30 am to 6:00 pm CST

Help

Civil Initials
- Select Case Type
- Add Parties
- Select Filing Codes
- Add Documents
  - Must submit Case Filing Statement
- Filing Fees

eFile & Serve Demo

Pilot begins Wednesday

August 27, 2014

Pilot 7th Circuit

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Website