SOUTH DAKOTA
UNIFIED JUDICIAL SYSTEM
Individual Filer Guide

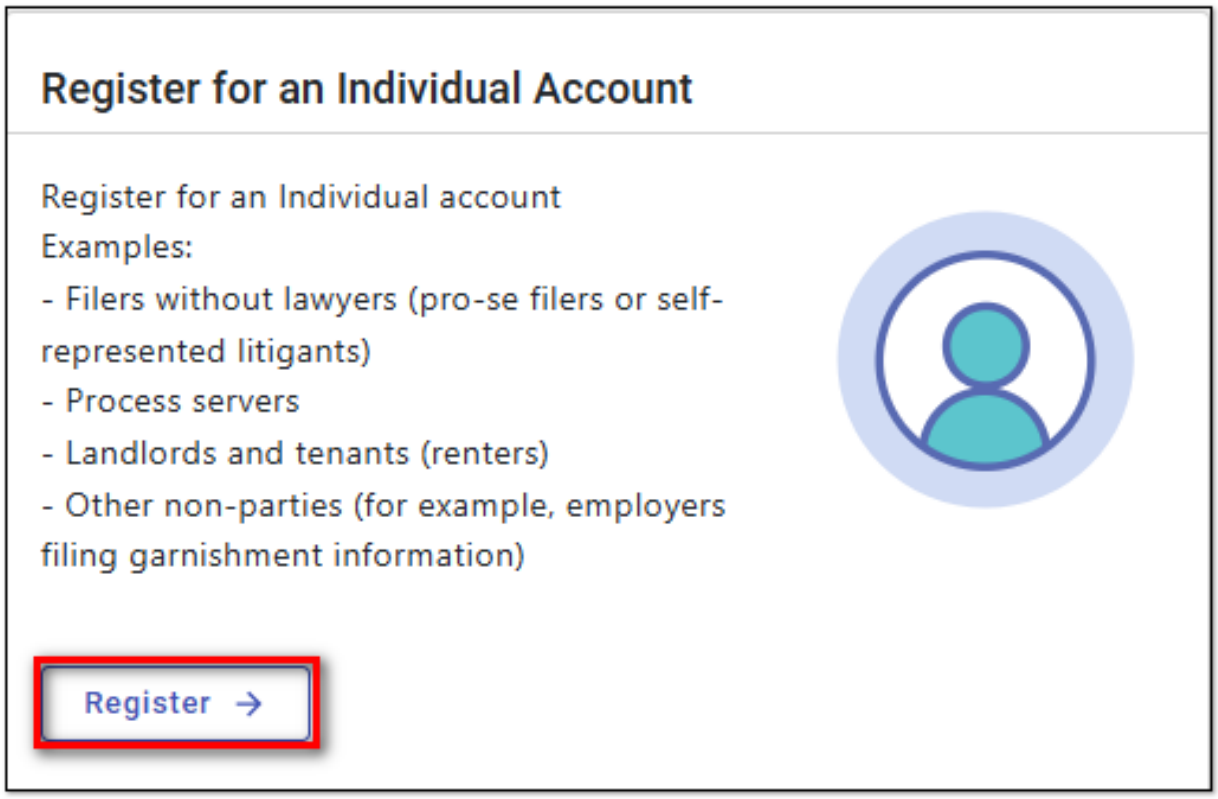
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Register for an Account

Before you can electronically file (e-file) your court documents, you need to create an account at the eFileSD website.

On the home page, scroll down and click the Register button under Register for an Individual Account. You will need an email address, your mailing address and phone number.



Enter your account credentials:

- Email Address
- Create a password. Password must include at least:
  - 8 characters
  - 1 lowercase letter
  - 1 uppercase letter
  - 1 number or symbol (@, #, $, %, !)

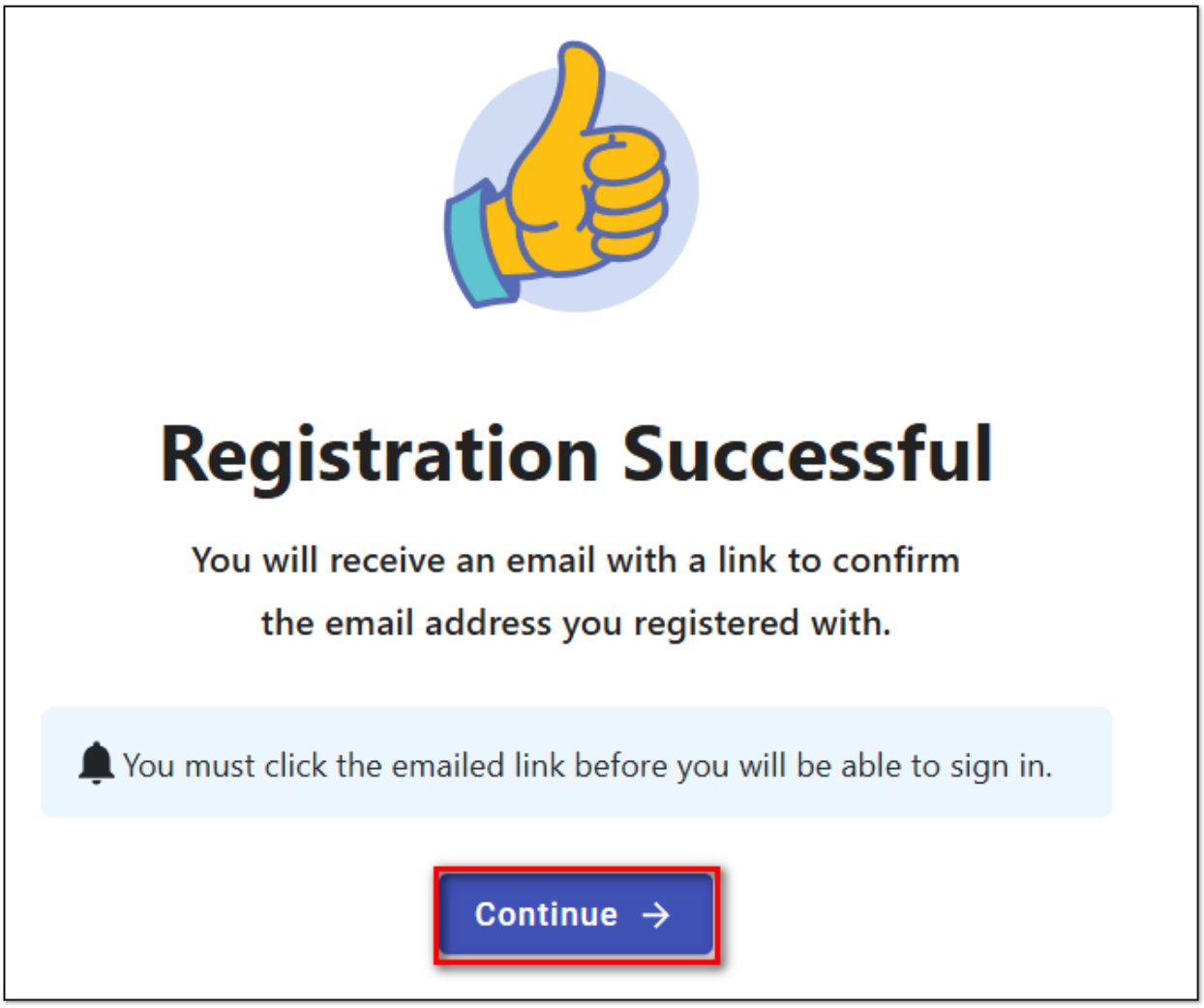
Enter User Information:

- First Name
- Last Name
- Address
- Phone number
- Add your email address

Click the blue Terms and Conditions hyperlink and review the agreement. If you agree, return to the registration page and click the box next to I agree to the Terms and Conditions.



After you click Register, you will see a successful message.



Log in to the email account you registered with and open the verification email and click the link to Activate your account.

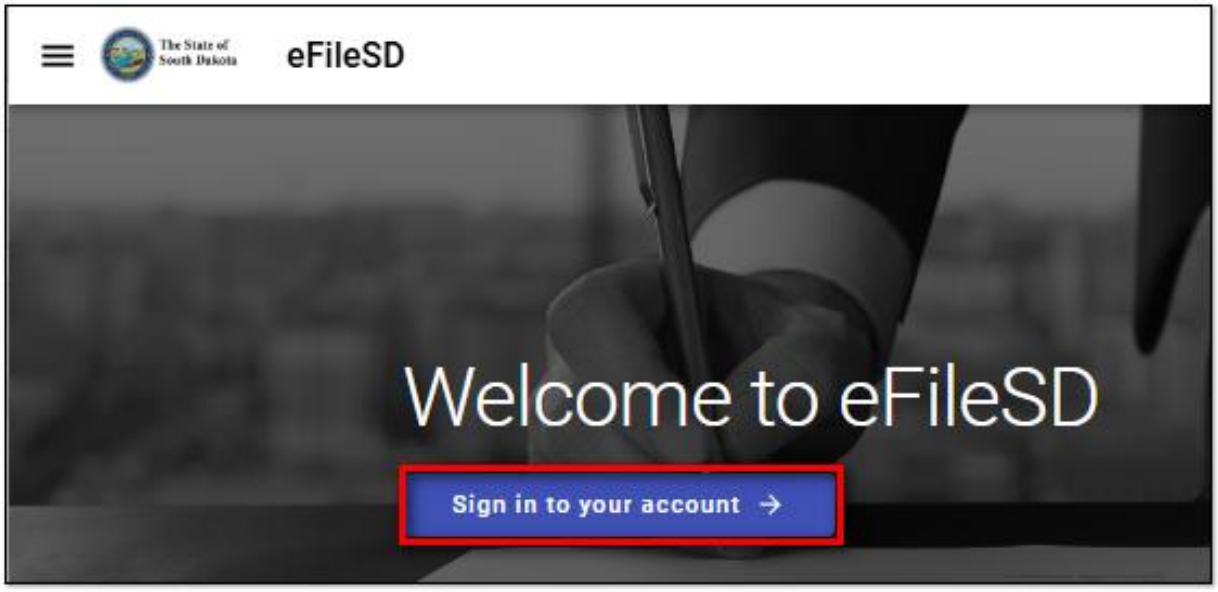
After you click the Activate Account link, a new webpage will open with confirmation that your account has been created.

Note: If you do not see the email in your inbox, check your junk or spam folders. The email will be sent from no-reply@efilingmail.tylertech.cloud.

You have successfully registered with eFileSD. You will also have access to the Guide & File site where you can walk through interviews and answer questions to complete court documents. The interviews are limited to certain case types.

Sign in

Click the blue Sign in to your account button on the home page.

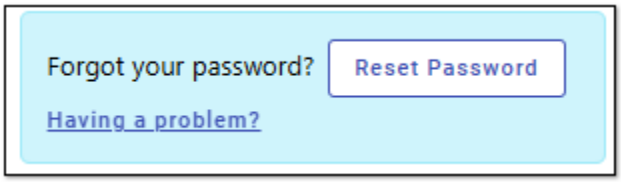


Enter the email and password that you used when you registered for your e-filing account and click Sign In.

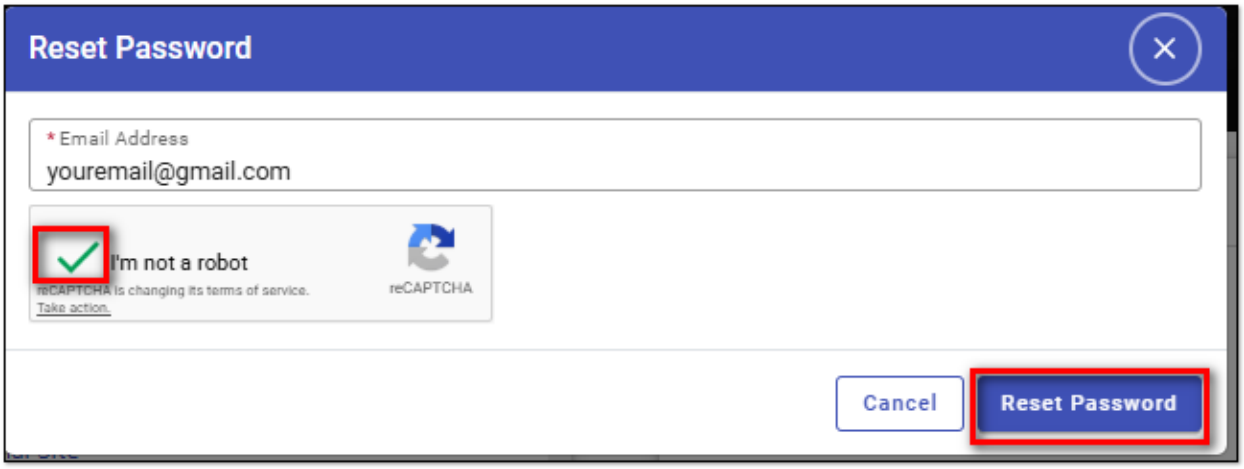
You have successfully signed in to your account.

Reset Password

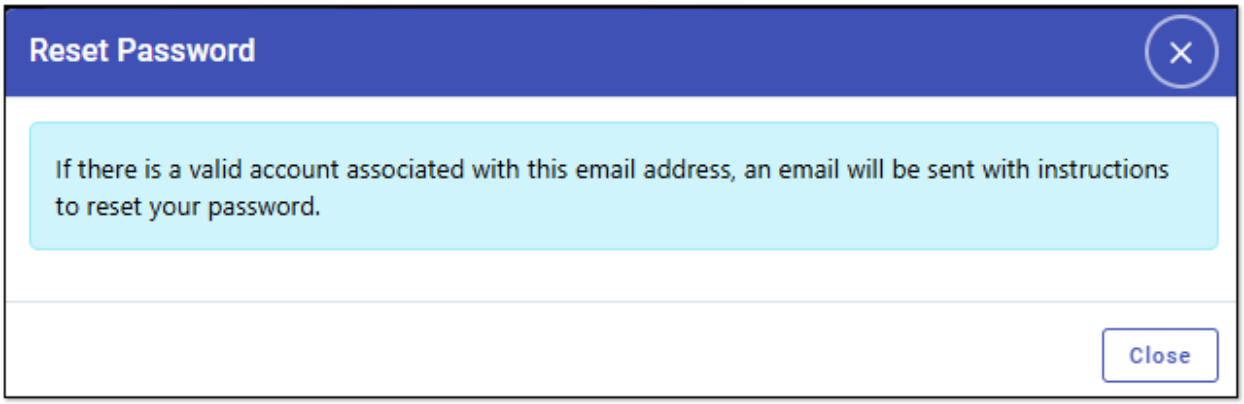
To reset your password, click Reset Password in the blue box.



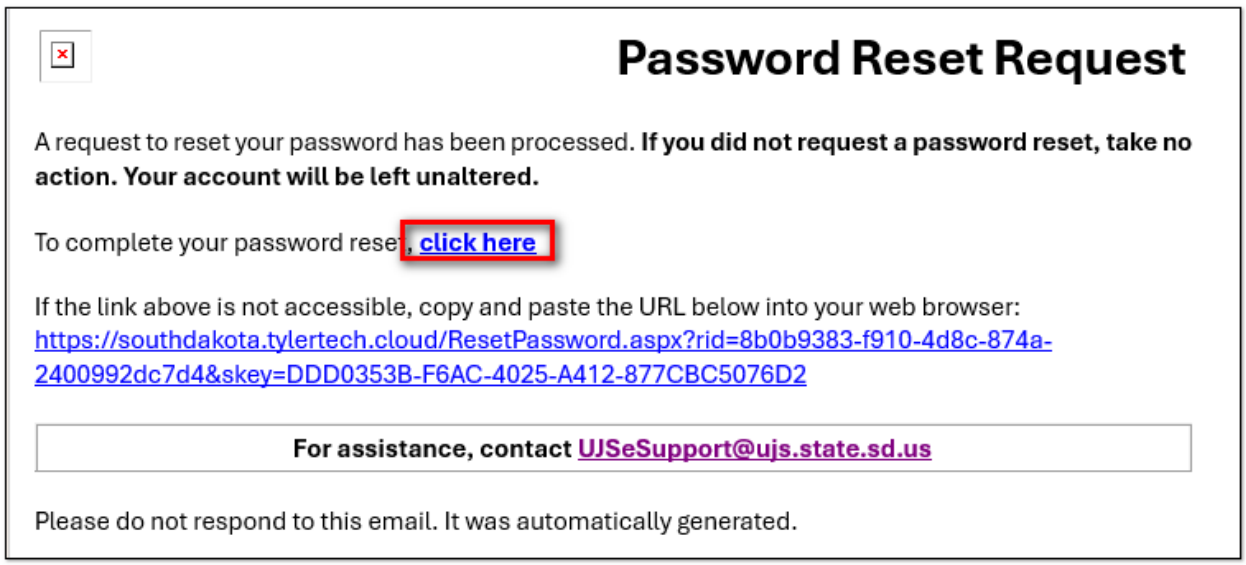
Enter your Email Address and Check the I'm not a robot box.
Then click the Reset Password button



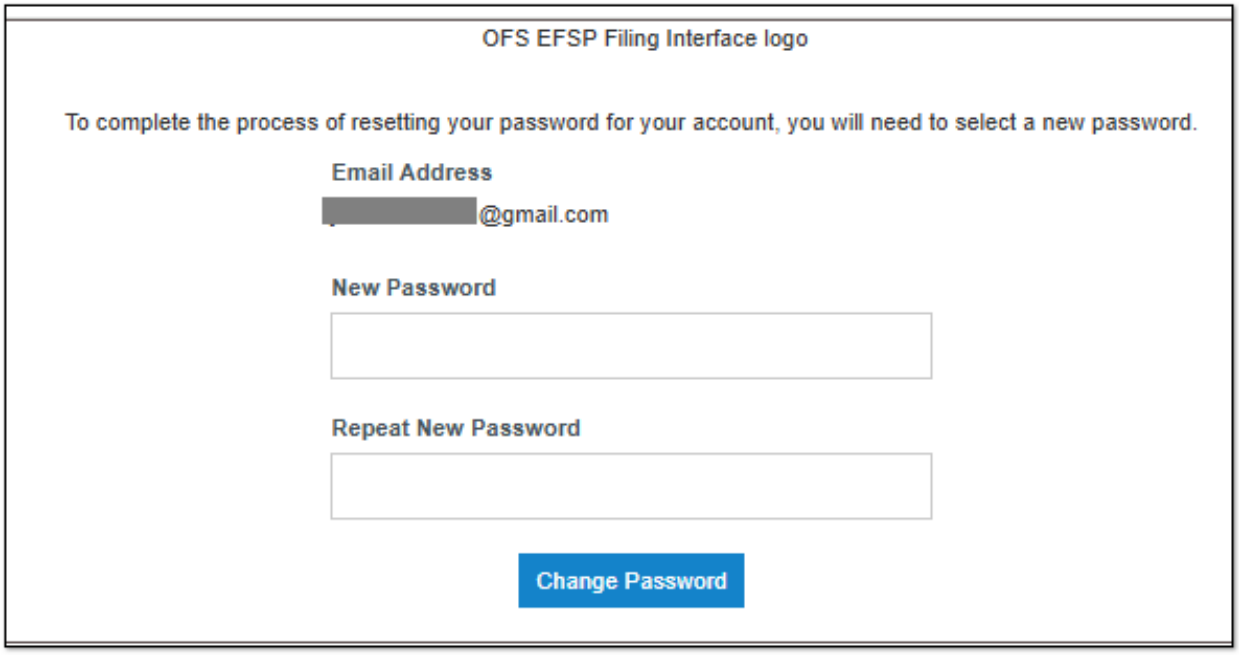
This message will display. Click Close



Check your email for the Password Reset Request email and click here to reset your password or use the browser link.



Enter your new password in the New and Repeat fields then click Change Password:



Prepare Documents

Before you electronically file, you must complete your court documents.

You can obtain forms for common case types on the UJS Website.

When your documents are completed, they must be converted to PDFs.

Important Note: Refer to SDCL 15-15A-9 for information in regard to the procedures that apply when filing confidential information in court records. Attach the appropriate form to the front of documents containing this information:

- Confidential Information Form
- Confidential Financial Documents Information Form

These documents help protect the information below from being accessible to the public.

- Social Security numbers
- Employer Identification numbers
- Medical Account Numbers
- Income Tax returns
- Financial account statements
- Wage Stubs
- Credit Card Account statements
- W2's

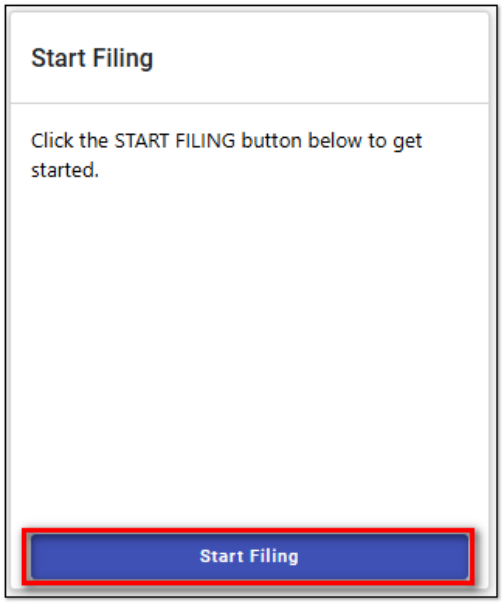
- Any other information ordered by the court. You must remove the following information

Note: *Scan in black and white only. Color documents will be rejected.*

Start a Filing

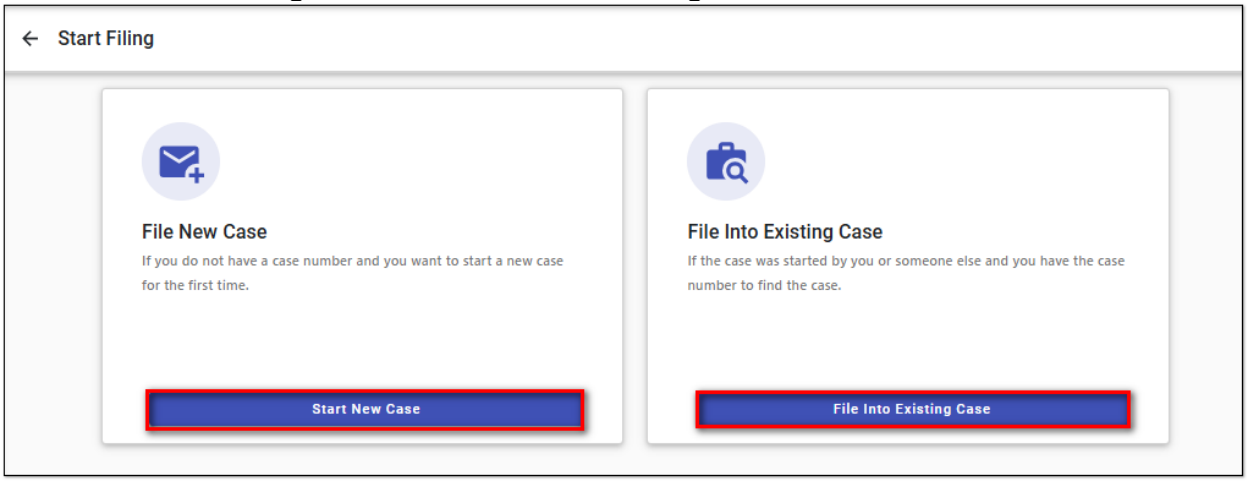
After preparing your court documents and signing into eFile SD, you can start e-filing.

Click the blue Start filing button:



Choose if you will be starting a new case or filing into an existing case.

- For a new case, click the Start New Case button
- For an existing case, click File into Existing Case

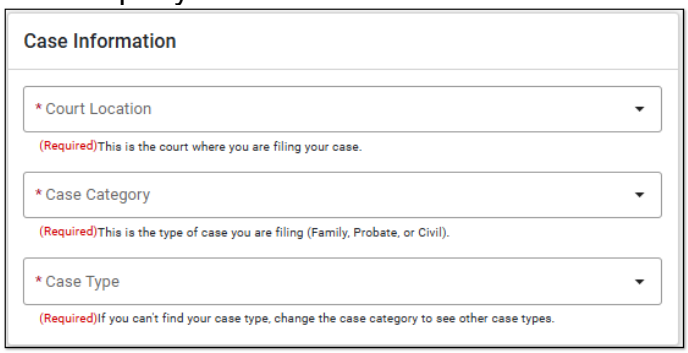


Add or Find Case Information

This step will go over adding your case information for a new case or finding your case information for an existing case.

New Cases

- Click the Court Location box and select the correction location.
- Court location means where your case will be heard, generally where you or another party in the case lives or where the transaction took place.

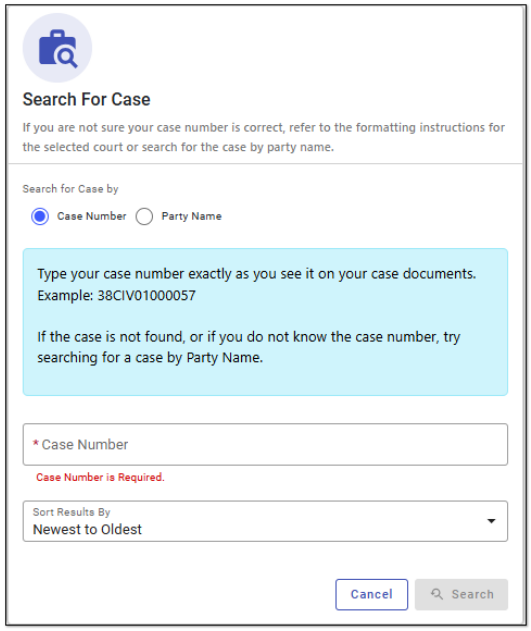


- Select the Case Category and Case Type. Refer to the Case Types, Categories and Security document
- Click Parties to move to the next screen.

Existing Cases

You have the option to search by Case Number or Party name. The search defaults to Case Number, if you are searching by Party Name. Enter the information and click Search.

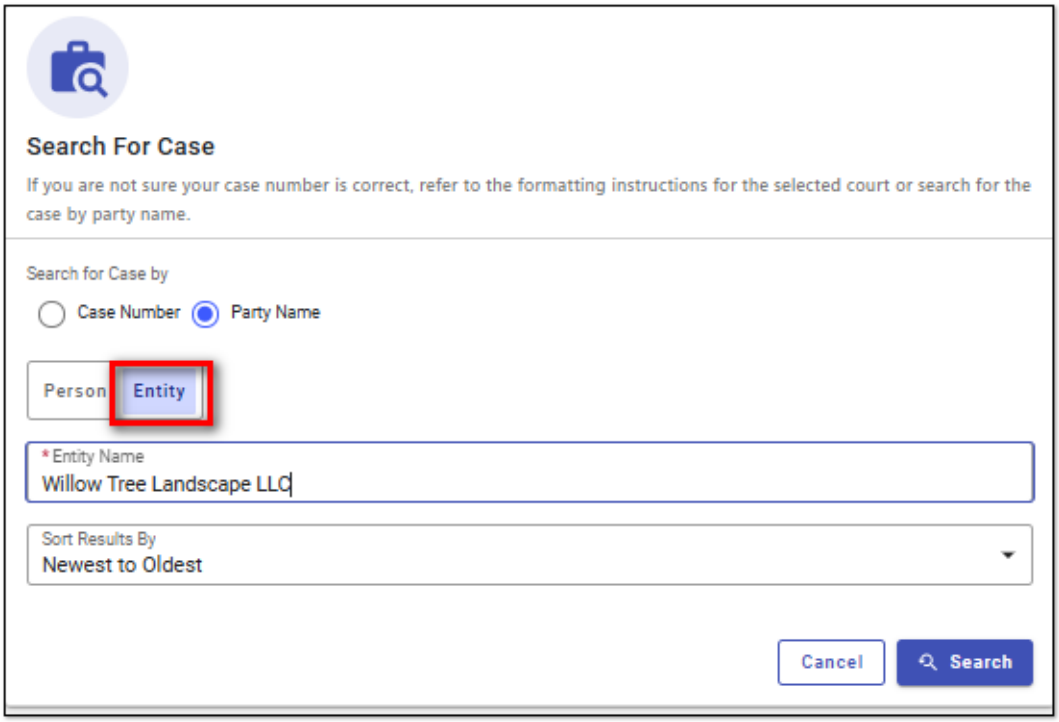
Case Number Search – You must enter the entire 13 digit case number



Party Name Search: Enter First and Last Name



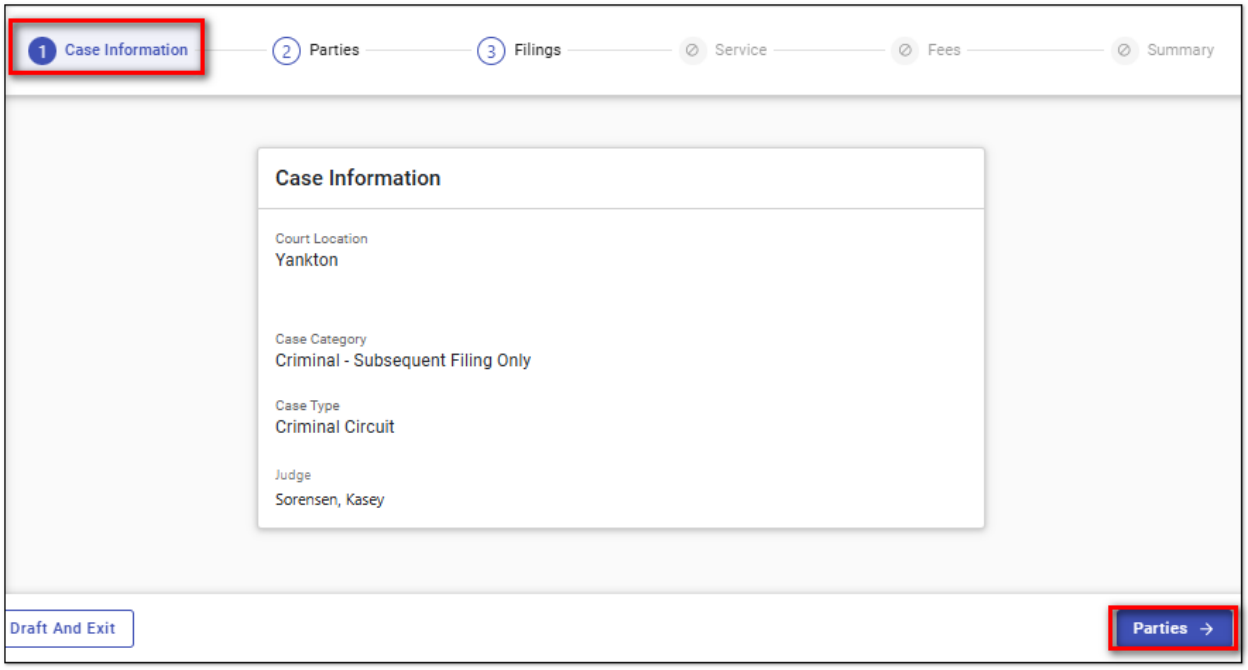
If searching for a business, select Entity and enter the business name.



After you click the search button the case will display (case number search). If you search by party name there could be more than one case that populates. Locate the correct case and from the Actions dropdown select File Into Case.



View Case Information
The website will automatically fill in the information on the case information screen. No data entry needed here. Click Parties to go to the next screen.



Add or View Parties

For existing cases, the parties display with the Party Type, the Party Name and Lead Attorney.

For a new case, the parties must be added. Click the +Add Party Details



Note: The Party Type defaults for all case types except for Administrative Appeals and Other Case Types.

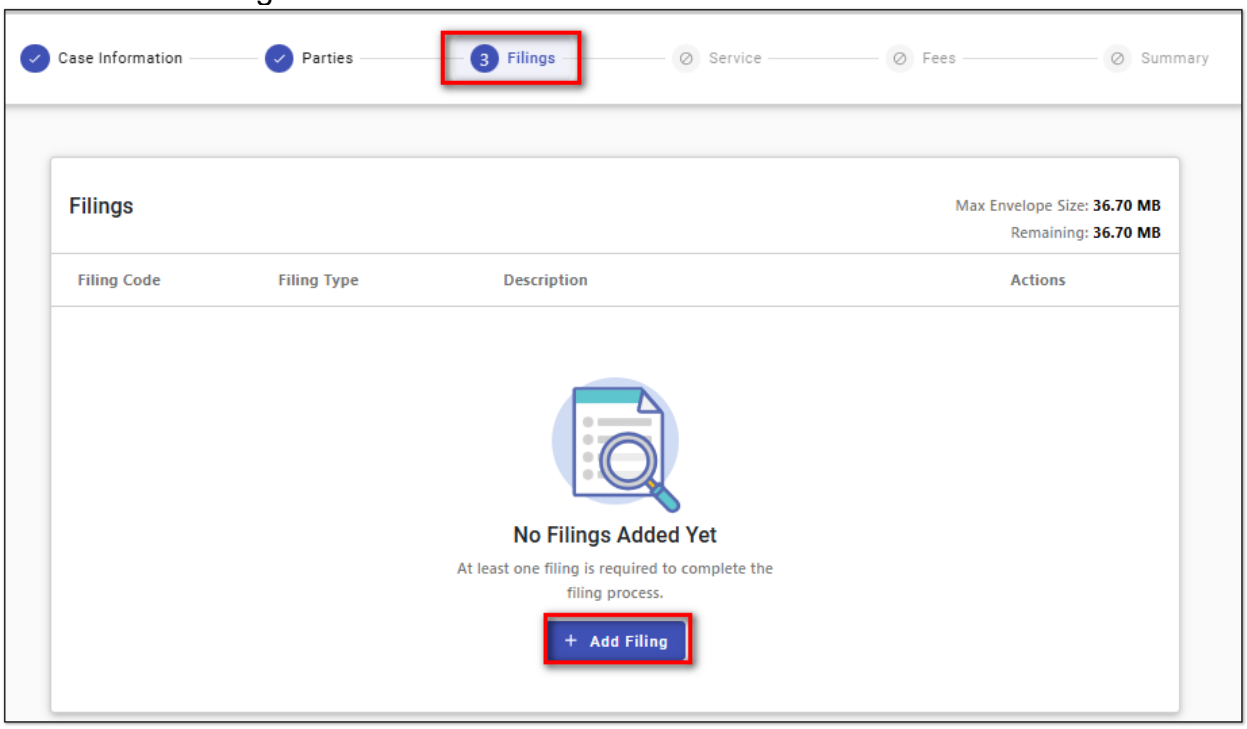
A Case Filing Statement form is required to be filed for each party type. [Case Filing Statements are available on the South Dakota Unified Judicial System webpage](#).

Click Filings to go to the next page.

Add Your Filings

Choose the Filing Type

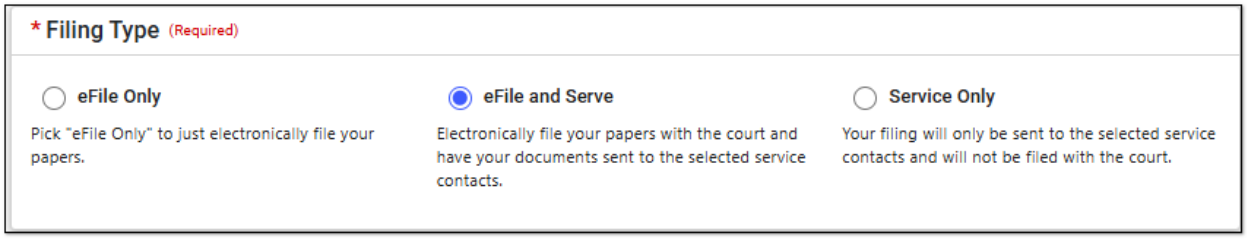
Click the Add Filing button



For new cases, the only Filing Type available is eFile Only.

Note: The service of any summons or subpoena shall follow the requirements of SDCL 15-6-4 or SDCL 15-6-45(c) as applicable. Additional information can be found on the UJS website under Civil Law Help.

For subsequent filings, you must select one of the Filing Types:



Select the filing code that matches the name of your document.

If you are submitting a document that is a UJS form:

- On the Filings Tab, click Add Filing
- In the Filing Code field, start typing the form number, ex. UJS###
- Click the filing code when it displays

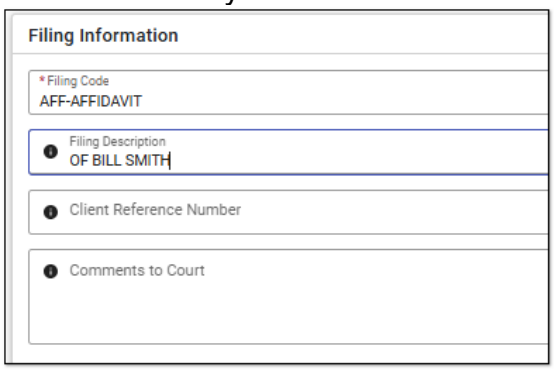
Example: UJS Form Filing Code – (12 second video)

Filing Description is optional and can be used to complete the name of the document. Please add in all capital letters.

Example:
Document Name: AFFIDAVIT OF BILL SMITH
Filing Code: AFFIDAVIT
Filing Description: OF BILL SMITH

Client Reference Number is optional. Lawyers use this field to track their client's cases. If you are representing yourself, you do not need to use this field.

Comments to the Court: This is where you can provide information to the clerk reviewing your document. The judge does NOT read this and this does not get transferred into your filed. It is used during the clerk review process only.



Upload Documents

Under Lead Document, click Select file or drag your document into the gray box.
Note: If you click Select file, a new window will open. Find where your document is saved on the computer (documents folder, flash drive), select the document you want to upload and click Open.

If you upload the incorrect document, you may remove it by clicking the trash icon under the document.

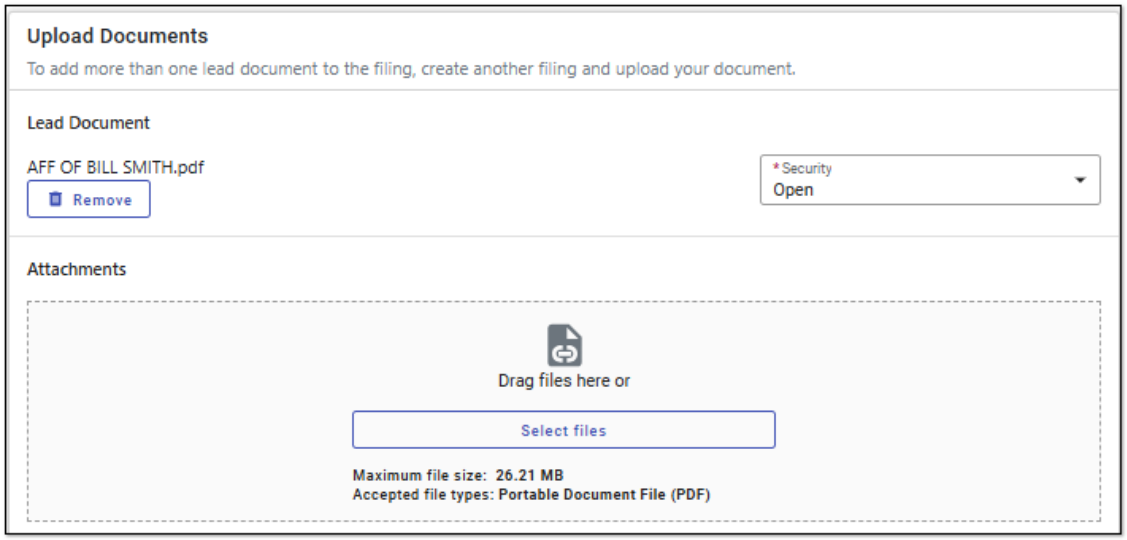
Once you have the correct document uploaded, click the security that matches the security in the filing code description.

Document Security

Document security options are either Open, Confidential and Sealed. The security is listed at the end of each filing code description for confidential and sealed. If security is open, no wording is displayed in the description.

- AFFIDAVIT – select open security
- EVALUATON REPORT (CONFIDENTIAL) > select Confidential

Upload Attachments (If applicable) using the same process as the lead document.



Communications

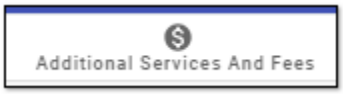
You may enter a list of emails, separated by a comma, for where you want a copy of the uploaded document sent. Note: These do not qualify for official service of process or proper notice. These emails listed in this field will get a stamped copy of the document if the clerk accepts it.



Additional Services (optional)

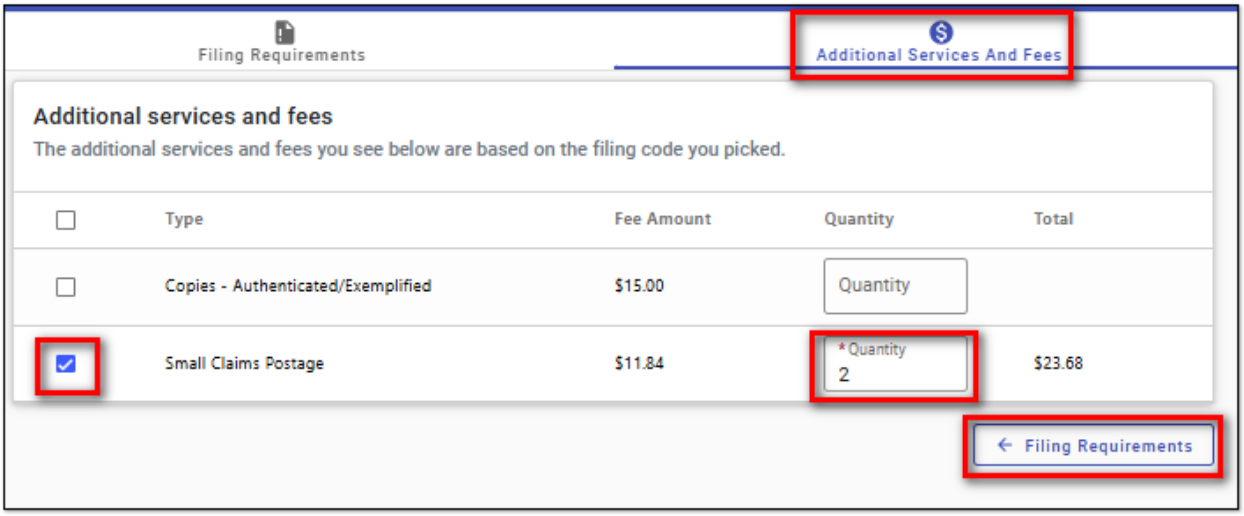
If you are filing a Small Claims, this is where you would select the postage for each defendant.

Click the Additional Services and Fees Tab

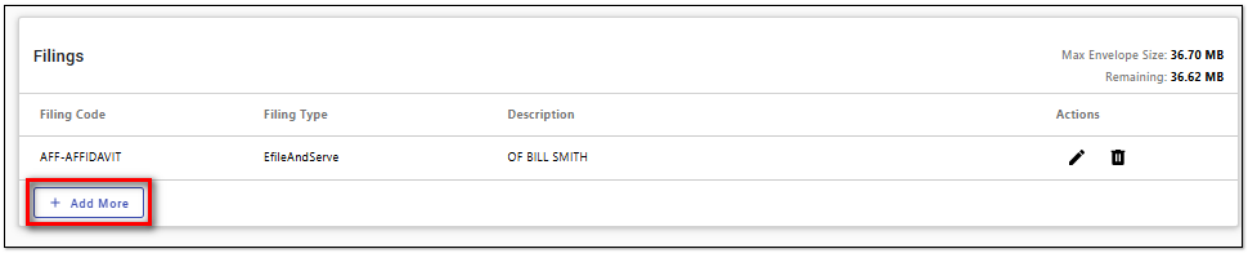


Example for a SMC with two defendants:

- Check the box to the left of Small Claims Postage
- Under quantity select the number of parties you want served by Certified Mail.
- When completed, click the Filing Requirements button.
- Click Save.



To upload additional documents, click +Add More and follow the steps aboe.

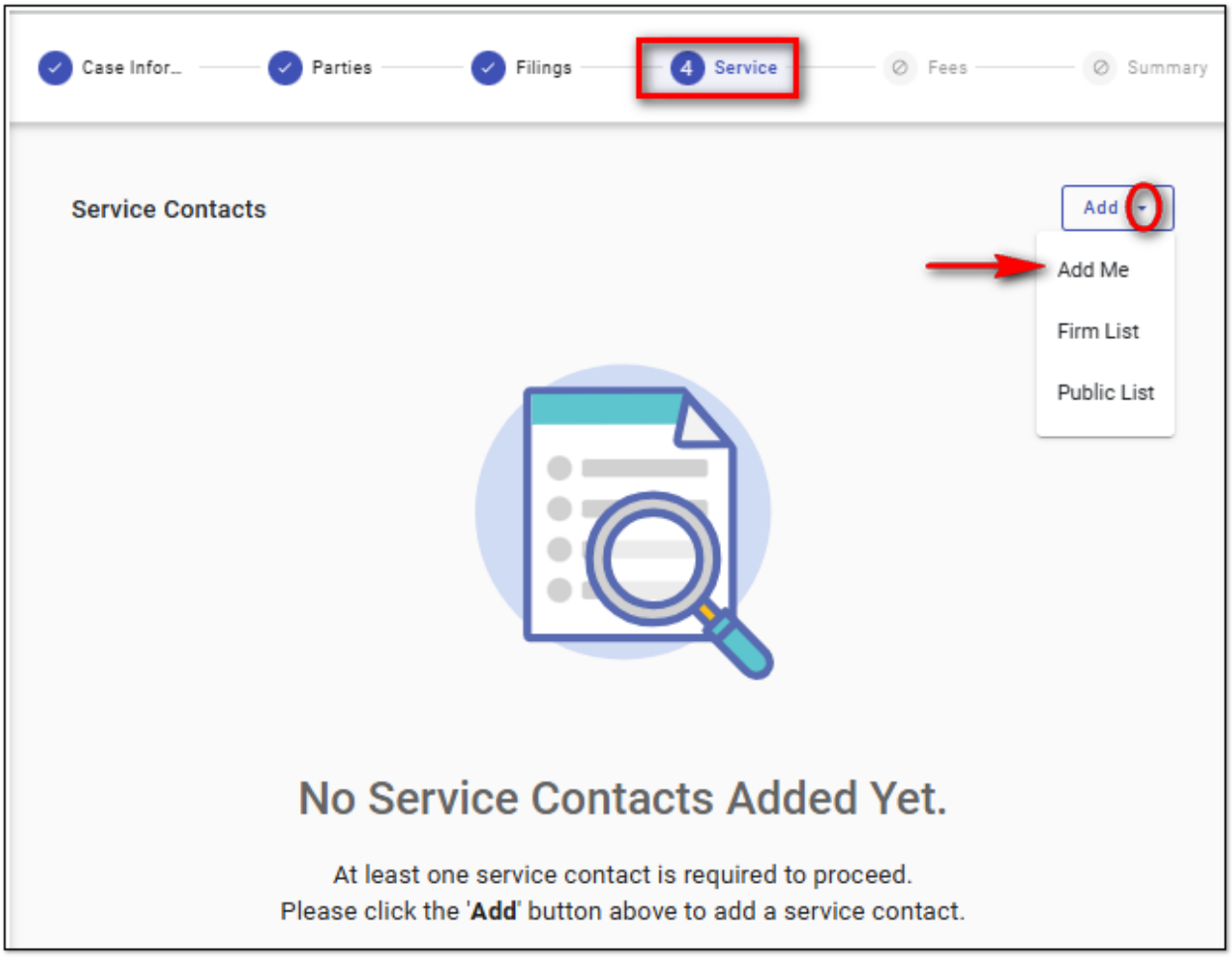


When completed with the Filing tab click the:

- Skip to Fees button for new cases (no electronic service); or the
- Service button to add Service Contacts for Subsequent case filings. This is only available if you select the Filing type of eFile and Serve

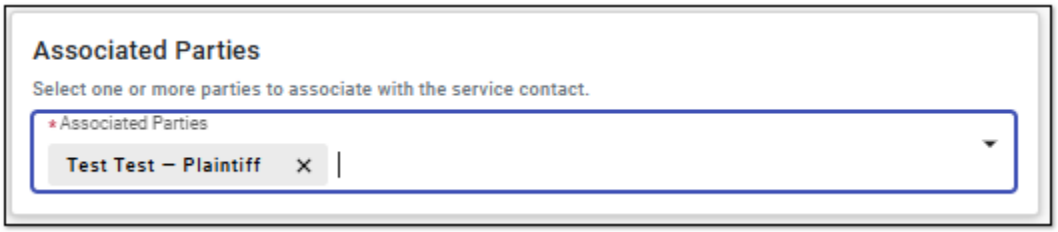
Service Contacts

To add yourself as a service contact, select Add, then Add Me.



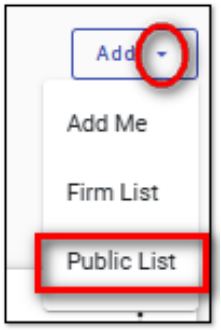
Select the Party to associate with your contact information and click Save.

Note: This adds you as a Service Contact to your case to receive electronically filed documents when the file type of Efile and Serve has been selected.

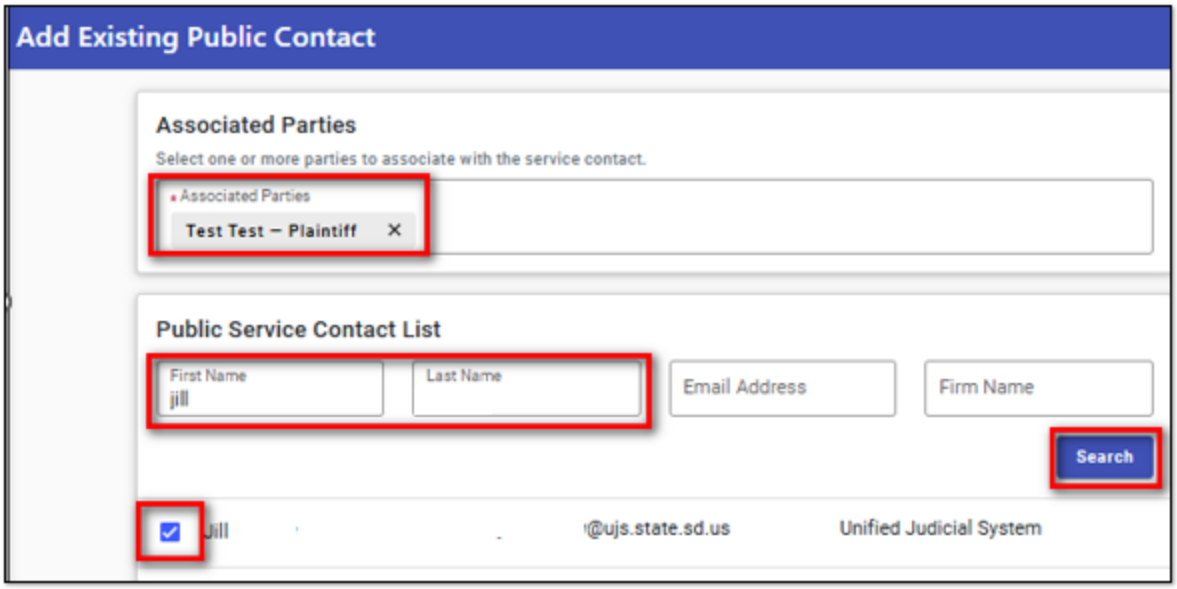


If the opposing party service contact is not listed under service contacts, they can be added and electronically served ONLY if they are on the Public List.

From the Add dropdown select Public List.



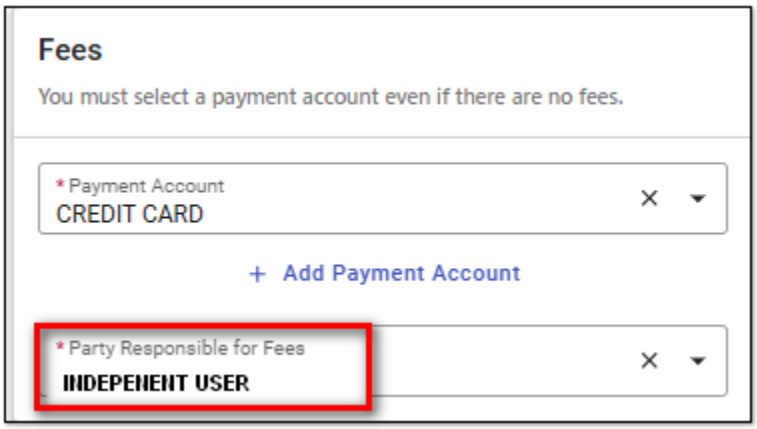
Select the Associated Party, search for the attorney by name, email or firm name.
When the party populates, confirm you have the correct party.
Select the party.
At the bottom of the screen, click Save.
To get to the next page, click Fees.



Fees

Once you have uploaded the documents you want to e-file, you must add a payment account and take care of any filing fees.

Note: Even if your filing has no fees associated with it, you must still add and select a payment account and the party responsible for the fees (you).



View the South Dakota Schedule of Court Costs for a complete list of the costs.

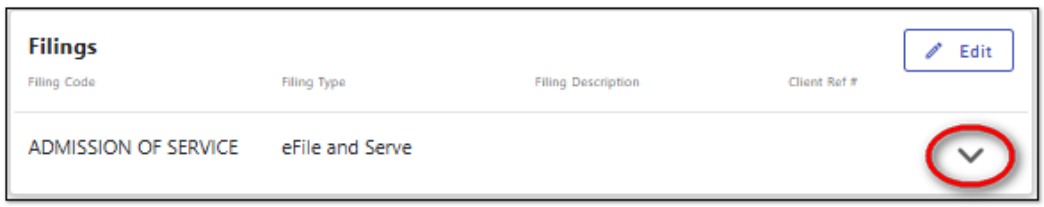
Click Summary to move to the next page.

Review and Submit

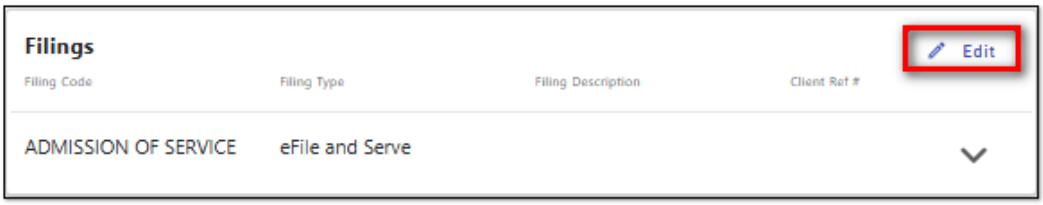
Once you have completed the Case, Parties, Filings, Service (if applicable), and Fees screens, you will be able to review a summary of your filing before submitting it on the Review and submit screen. After you review your summary, you must click Submit to send your documents to the clerk's office for review.



1. Click the arrow to expand a section and review the information you added for each section.



2. If anything is incorrect or missing, click the Edit icon for the section you need to fix and make your changes.



3. Once you have reviewed each section and confirmed everything is correct, click the Submit button.

You have now successfully reviewed and submitted your efiling envelope to the court.

Note: Once submitted the clerk's office will review what you have submitted and either accept or reject your documents.

Check Status

Your documents will only be filed with the court if the clerk accepts them.

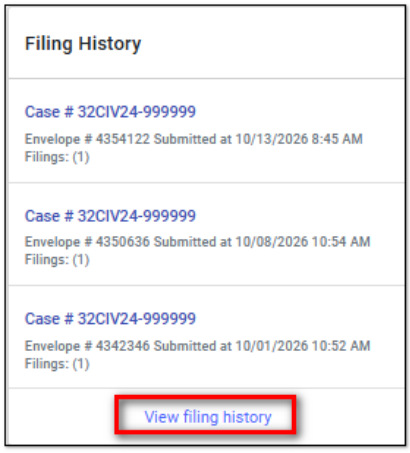
You will receive an email confirming each document you submitted and an email letting you know whether each document has been accepted or rejected.

The emails will be sent from no-reply@efilingmail.tylertech.cloud. To prevent the emails from going to junk mail or spam folder, add this email to your email safe list. Instructions for marking emails as safe senders.

The accepted email notification includes a link with a file stamped copy that is active for 90 days. It is recommended that you download the document and keep a copy for your records.

You can also go to the eFileSD for a status of your filing.

Under Filing History, click the View filing history link, or if the envelope that you want to check is listed, click on it. Every time you submit a document or group of documents, it is called an envelope and that envelope receives a number.

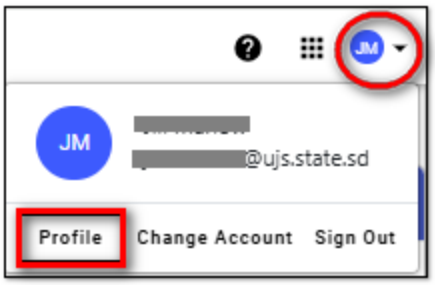


Locate the envelope that you want to check and see the Filing Status of your documents.

Most common filing statuses:

- **Submitted** – means your document has been submitted but has not been reviewed by a clerk.
- **Under Review** – means a clerk is currently reviewing your document.
- **Accepted** – means the clerk has accepted your document and it has been stamped and filed in the court's file. This does not mean the judge has approved or denied your request, only that your document has been filed into the case.
- **Rejected** – this status means the clerk has not accepted your document, and you have to re-file it.
- **Submission Failure** – means the document could not be submitted. You may need to re-scan your document or flatten it so that it is no longer fillable and then re-file it.

To manage your notifications under click profile from the dropdown at the top right hand corner of the screen.



Select Email Notifications to select the notifications that you want to receive and click Save.

