

# UJS Sites for Attorneys

There are three sites that SD licensed Attorneys will access and use on a regular basis, File & Serve, Attorney Notification, and eCourts

## 1 File & Serve - [HTTPS://SOUTHDAKOTA.TYLERTECH.CLOUD/OFSWEB/HOME](https://southdakota.tylertech.cloud/ofswb/home)

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- File & Serve is used to submit documents for electronic filing and the option to electronically serve documents
- If your firm already has an account, your Firm Admin will need to provide you a link to join the firm
- When you receive the link to join
  - Fill out the information to join the firm
  - The Firm Admin will add you as a Firm Service Contact
  - If your firm does not have an existing account, you will need to create a new account

### 1.1 FIRM/FILER USER GUIDE

- The Firm/Filer user guide can be found at [https://media.sd.gov/ujs/files/servefile\\_Serve\\_Filer\\_Instructions.pdf](https://media.sd.gov/ujs/files/servefile_Serve_Filer_Instructions.pdf)

### 1.2 TRAINING

- If you would like to attend a webinar training for File & Serve, please register at <https://www.surveymonkey.com/r/X7NR5L6>

Please email [ujssupport@ujs.state.sd.us](mailto:ujssupport@ujs.state.sd.us) if you have any questions.

## 2 UJS Attorney Notification System - [HTTPS://UJSATTORNEY.SD.GOV](https://ujsattorney.sd.gov)

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- The Attorney Notification System will send out email notifications at the top of the hour to registered Attorneys based on the subscription selections
- The email will include a list of Events or Hearings filed in cases
- The Attorney must be added as the Attorney of record in Odyssey
- Users **MUST** select the events or hearing types they wish to be notified on
- Attorneys of record can view open case types and documents in eCourts located at <https://ecourts.sd.gov>

### 2.1 REGISTERING

If you have not requested to be added to the UJS Case Management system (Odyssey), please notify UJS eSupport at [UJSESupport@ujs.state.sd.us](mailto:UJSESupport@ujs.state.sd.us) prior to registering.

## **2.2 USER MANUAL**

The Attorney Notification User Manual can be found at <https://ujساتorney.sd.gov> and click the Help hyperlink

Please email [ujsesupport@ujساتate.sd.us](mailto:ujsesupport@ujساتate.sd.us) if you have any questions.

## **3 ECOURTS - [HTTPS://ECOURTS.SD.GOV](https://ecourts.sd.gov)**

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eCourts enables you to view open security case data and open security documents. If you are the attorney of record, there is no charge for the documents. If you are not the attorney of record, there is a small fee to obtain copies of documents.

### **3.1 USER MANUAL AND FAQ**

The User Manual and FAQ documents can be found at <https://ecourts.sd.gov/Help.aspx>

### **3.2 TRAINING**

If you would like to attend a webinar training for eCourts, please register at <https://www.surveymonkey.com/r/eCourtsWebinar>

Please email [ujseCourtsSupport@ujساتate.sd.us](mailto:ujseCourtsSupport@ujساتate.sd.us) if you have any questions

## EMAIL ADDRESS CHANGE

### 4 State Bar - [HTTPS://WWW.STATEBAROFSOUTHDAKOTA.COM](https://www.statebarofsouthdakota.com)

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- Contact the State Bar to update name, address, phone number and bar number
- You must do this step prior to notify UJS

### 5 UJS CASE MANAGEMENT SYSTEM - ODYSSEY

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- Contact [ujseSupport@ujstate.sd.us](mailto:ujseSupport@ujstate.sd.us)
- Provide your name, address, phone number, bar number and email address
- Provide the updates needed to your account

### 6 eCourts - [HTTPS://ECOURTS.SD.GOV](https://ecourts.sd.gov)

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- Notify [ujseCourtsSupport@ujstate.sd.us](mailto:ujseCourtsSupport@ujstate.sd.us) that your email has changed. Provide your new email address, any changes in your address and bar number
- eCourts Support will disable your old account
- eCourts Support will notify you when your information has been updated and you will then re-register with your new email address

### 7 Attorney Notification System - [HTTPS://UJSATTORNEY.SD.GOV/LOGIN.ASPX](https://ujstate.sd.gov/login.aspx)

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- Contact [ujseSupport@ujstate.sd.us](mailto:ujseSupport@ujstate.sd.us) to update your email address
- UJS eSupport will notify you when your account has been updated

### 8 File & Serve - [HTTPS://SOUTHDAKOTA.TYLERTECH.CLOUD/OFSWEB/HOME](https://southdakota.tylertech.cloud/ofsweb/home)

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- If only your email address has changed
  - Your User and Service Contact information needs to be updated by the **Firm Admin**
  - For User Information
    - Click on Actions Dropdown
    - Select Users
    - Click on your name
    - Update your email address
    - Click Save Changes
  - For Service Contact
    - Click on Actions Dropdown
    - Click on Service Contact
    - Select User from the list
    - Update your email address

- Click Save Changes
  - \*This will also update the Public List for the Service Contact only
- If only your firm address has changed
  - Firm Admin updates your information under Actions>Contact Information
- If you have joined a new existing firm
  - Firm Admin of the new firm will need to send you a link to join the firm
  - The new firm must also add you as a Service Contact and mark it to display on the Public List
- If you are creating a new firm
  - Register your new firm and new email account
  - Add yourself as a Service Contact and mark it to display on the Public List
  - Add yourself as an attorney
- If you are listed on the Public List with an incorrect email
  - Contact the firm and ask them to remove you as a Service Contact/User
  - If the firm no longer exists, contact [ujseSupport@uj.s.state.sd.us](mailto:ujseSupport@uj.s.state.sd.us)

## 8.1 REMOVE/REPLACE USERS

- Instructions found at [https://media.sd.gov/ujis/files/serve/remove\\_Firm\\_Users.pdf](https://media.sd.gov/ujis/files/serve/remove_Firm_Users.pdf)