

INSTRUCTIONS AND FORMS ON NOTICE AND ADMISSION OF SERVICE

These forms are related to specific South Dakota Codified Laws (SDCL) concerning child custody matter. You can find these laws on the South Dakota Legislature website. If you have any legal questions, it is highly recommended that you consult with an attorney. Court staff are unable to provide legal advice or assist you in completing this form. For specific questions related to the form, you can call the legal form help line at 1-855-784-0004 or email UJS staff at ujssrlhelp@uj.s.state.sd.us.

IMPORTANT NOTICE

When filing a child custody case, the Defendant will need to be served with copies of the Summons and Complaint and proof that the Defendant was served is required by the Court. The day the Defendant is served starts the thirty days the Defendant can file an answer to the Summons and Complaint.

**** When serving the Defendant, you have three options****

Option 1 – Mailing to the Defendant *(The Defendant will need to sign the admission of service within twenty days of mailing and provide the signed form back to you or file with the Clerk of Court themselves. If you choose to complete service by mail, the Defendant must sign the Admission of Service in Order to show proof of Service of the Summons and Complaint.)*

- a. Complete two copies of the Notice and Admission of Service (UJS-183A) by filling in the caption with the name of the county, judicial circuit number, name of the Plaintiff and Defendant on the lines provided, case file number, sign, and date.
- b. Complete two copies of the Admission of Service (UJS-183B) by only filling in the caption. The remainder of the form is for the Defendant to complete.
- c. Mail a copy of the Summons (UJS-181), South Dakota Parenting Guidelines, Complaint (UJS-182), both copies of the Notice and Admission of Service (UJS-183A), both copies of the Admission of Service (UJS-183B), and a self-addressed stamped envelope to the Defendant.
- d. Once you've mailed copies, complete the Statement of Mailing (UJS-183C) and file it with the Clerk of Court. Certified mail is not considered proper service.
- e. If you receive the signed Admission of Service (UJS-183B) back from the Defendant, you MUST file it with the Clerk of Court. The Defendant may also file the Admission of Service with the Clerk of Court but should provide you with a copy.

Option 2 – Hand Deliver to the Defendant *(If you believe the Defendant will voluntarily accept the Summons and Complaint from you and sign an Admission of Service.)*

- a. Complete the Admission of Service of Summons and Complaint (UJS-183B) by filling in the caption with the name of the county, judicial circuit number, name of the Plaintiff and Defendant on the lines provided and case file number. Leave the remainder of the form blank for the Defendant to complete.
- b. Attach a copy of the Summons (UJS-181), South Dakota Parenting Guidelines, and Complaint (UJS-182) and provide to the Defendant.
- c. The Defendant will need to sign the Admission of Service (UJS-183B) and provide the original back to you or file directly with Clerk of Court.

Option 3 – Sheriff or Process Server (if the Defendant will NOT voluntarily sign the Admission of Service, you will want to follow these steps)

- a. You will provide copies of the Summons (UJS-181), South Dakota Parenting Guidelines, and Complaint (UJS-182) to the Sheriff or Process Server.
- b. You will need to provide the Defendant's physical address, phone number, place of employment and any other relevant information for location.
- c. Typically having the Defendant served requires a fee to be paid prior to completing service.
- d. Once the Defendant is served, the server will provide you with a Proof of Service that you **MUST** file with the Clerk of Court.
- e. Contact information for process servers can be found on the Unified Judicial website on the [programs and services](#) page.
- f. If you are requesting to waive service process fees you can complete form UJS-022 Motion, Affidavit and Order to Waive Filing and or Service Fees. Form UJS-022 can be found on the UJS website self-help page under [Fee Waive Forms](#).

STATE OF SOUTH DAKOTA

IN CIRCUIT COURT

COUNTY OF _____

_____ JUDICIAL CIRCUIT

_____ Plaintiff v. _____ Defendant	Case No.:_____ NOTICE AND ADMISSION OF SERVICE OF SUMMONS AND COMPLAINT
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TO THE ABOVE-NAMED DEFENDANT:

The enclosed Summons (Custody Action), South Dakota Parenting Guidelines, and Complaint (Custody Action) are sent to you pursuant to SDCL 15-6-4(i), as well as two (2) copies of this Notice and Admission of Service of Summons (Custody Action) and Complaint (Custody Action), and a return envelope, postage prepaid, addressed to the Plaintiff.

You must complete the Admission of Service portion of this form and return the original to the sender within 20 days. In completing the form, you must fill in the town and state where you received the papers and sign and date the document. Failure to sign and return the original Admission of Service within 20 days after the date of mailing without good cause may result in the Court ordering the person so served to pay the costs of personal service. SDCL 15-6-4(i).

After you complete and return this form, you must then answer (respond to) the Complaint within 30 more days. If you fail to answer in time, judgment may be entered against you by default as requested in the Complaint.

Dated this_____ day of_____, 20 ____.

Plaintiff Signature

Plaintiff Name

Plaintiff Address

City, State, Zip Code

Phone Number

STATE OF SOUTH DAKOTA

IN CIRCUIT COURT

COUNTY OF _____

_____ JUDICIAL CIRCUIT

_____ Plaintiff v. _____ Defendant	Case No.:_____ ADMISSION OF SERVICE OF SUMMONS AND COMPLAINT
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I, _____ the above-named Defendant, admit to receiving a copy of the Summons and Complaint (Custody Action) , and the South Dakota Parenting Guidelines, in the above-captioned matter on the _____ day in the month _____ of in the year of _____ in the City of _____ in the County of _____ and in the State of _____. This admission merely acknowledges receipt of the papers on the date provided above; I do not admit or deny any of the statements contained in these documents.

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct.

Signed on the _____ day of _____, _____ at _____.
(Date) (Month) (Year) (City or other location, and State)

Defendant Signature

Defendant Name

Defendant Address

City, State, Zip Code

Phone Number

STATE OF SOUTH DAKOTA

IN CIRCUIT COURT

COUNTY OF _____

_____ JUDICIAL CIRCUIT

_____ Plaintiff v. _____ Defendant	Case No.:_____ STATEMENT OF MAILING OF NOTICE AND ADMISSION OF SERVICE OF SUMMONS AND COMPLAINT
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I, the above-named Plaintiff, declare that on the _____ day of _____, 20____,

I sent two copies of the Notice and Admission of Service of Summons and Complaint
(Custody Action); the Summons(Custody Action); the Complaint(Custody Action); and the
South Dakota Parenting Guidelines by placing true and correct copies in an envelope
addressed to:

(Name of Defendant)

(Street Address)

(City, State, Zip)

And depositing the envelope, with sufficient postage, in the United States Mail in:

(City and State you mailed from)

(SIGNATURE PAGE TO FOLLOW)

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct.

Signed on the _____, _____, _____ at _____.
(Date) (Month) (Year) (City or other location, and State)

Plaintiff Signature

Plaintiff Name

Plaintiff Address

City, State, Zip Code

Phone Number