



SOUTH DAKOTA UNIFIED JUDICIAL SYSTEM

UJS Attorney Sites



UJS Sites for Attorneys

There are five sites that SD licensed Attorneys will access and use on a regular basis, File and Serve, Attorney Notification, eCourts, Public Access Calendar, and SD UJS Civil Judgment Query

File and Serve

File & Serve is used to submit documents for electronic filing and the option to electronically serve documents

- Web site: <https://efile.sd.tylertech.cloud/OfsEfsp/ui/landing>
- 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, the Firm Admin will need to create a new account

Firm/Filer User Guide

The Firm/Filer user guide can be found at: <https://efile.sd.tylertech.cloud/OfsEfsp/ui/landing>

File & Serve 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 if you have any questions.

UJS Attorney Notification System

The Attorney Notification System will send out email notifications at the top of the hour to registered Attorneys based on the subscription selections

- Web Site: <https://ujsattorney.sd.gov>
- 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 select case types and documents in eCourts <https://ecourts.sd.gov>

Registering

If you have not requested to be added to the UJS Case Management System (Odyssey), please notify UJS eSupport at ujsesupport@ujstate.sd.us

User Manual

The Attorney Notification Manual can be found at <https://ujstateattorney.sd.gov> by clicking the “Help” hyperlink

Please email ujsesupport@ujstate.sd.us if you have any questions.

eCourts

eCourts enables Attorneys to view select case data and 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.

- Website: <https://ecourts.sd.gov>

User Manual and FAQ

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

Training

If you would like to attend a Webinar training for eCourts, please register at: <https://www.surveymonkey.com/r/TK5VJK8>

Public Access Calendar

Attorneys can run a Court Calendar from the Find a Court Date site under the Public Access Calendar tab found at: <https://ujstatefindcourtdate.sd.gov>. Beginning June 1, 2024, the Clerks will adhere to the Court’s directive and will no longer supply calendars to non-UJS users who have access to this site.

Running the Calendar

To run the Calendar, select the below parameters:

- County: click the dropdown and start typing or scroll and select a single county
- Date: select the date (today or one of the next 9 weekdays)
- Case Types: select All, Criminal or Non-Criminal
- Primary Sort:
 - Case Number
 - Will be sorted in case number order only
 - Time
 - Will be sorted by hearing time with secondary sort of case number
- Email Address: must be a valid email address and will be where the calendar will be emailed
- Format: PDF or CSV format
 - CSV format will allow for easy filtering/sorting

- Click the Submit button
 - If there are hearings for the parameters selected, you will receive an email with either the PDF or CSV attached

Please email ujesupport@ujs.state.sd.us if you have any questions.

SD UJS Civil Judgment Query

The SD UJS Civil Judgement Query offers access to money judgement searches and judgment docket cards for a fee. The Civil Judgment Query is beneficial for Collection Attorneys or those that do title work. Anyone can register for the site, and most users will register as a Pay as You Go and will pay the \$4 for a name/business search or a date range search. An additional \$1 will be charged to view specific judgment docket cards. Website: <https://ujsjudgmentquery.sd.gov>

Please email ujesupport@ujs.state.sd.us if you have any questions.

Attorney Email Address Change

If you have an email address change, please do the below following steps in order:

State Bar

- Contact the State Bar at: <https://www.statebarofsouthdakota.com/> and update your information
 - **You must do this step prior to notifying UJS**

UJS Case Management System (Odyssey)

- Contact UJS eSupport at: ujssupport@ajs.state.sd.us and provide your bar number, name, address, phone number and email address and updates needed to your account

eCourts

- Notify ujsecourtssupport@ajs.state.sd.us that your email has changed
- Provide your bar number, new email address and any changes in your address
 - Your current eCourts account will be disabled
 - eCourts Support will notify you when your information has been updated
 - You will then re-register with your new email address

Attorney Notification

- Contact ujssupport@ajs.state.sd.us to update your email address
- UJS eSupport will notify you when your account has been updated

File & Serve

- Website: <https://efilesd.tylertech.cloud/OfsEfsp/ui/landing>

Email Address has Changed

Your User and Service contact information needs to be updated by the **Firm Admin**. Documentation can be found at: https://media.sd.gov/ajs/files/serve/Attorney_Email_Update_Instructions.pdf

Firm Address has Changed

- The Firm Admin updates your information under the Dashboard menu
- Click Firm Details
- Update any information as needed
- Click Save

Joining a New Existing Firm

- The Firm Admin will add you to the firm
- You will receive an email to activate your account
- You will receive a 2nd email to update your password
- The checklist can be found at: <https://media.sd.gov/ajs/files/serve/Checklist.pdf>

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
- Instructions can be found at: <https://media.sd.gov/ujs/fileserve/Checklist.pdf>

Listed on Public List with 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.state.sd.us

Remove/Replace Users

- Instructions found at: https://media.sd.gov/ujs/fileserve/remove_Firm_Users.pdf