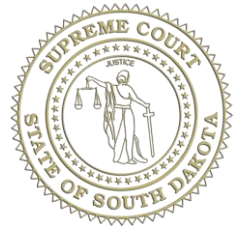




SOUTH DAKOTA UNIFIED JUDICIAL SYSTEM

UJS ePay FAQ



Q. Do I need to enter my full name to search for my case?

A. Last name is required. It must be a minimum of two characters. A wildcard (*) is allowed, such as Smi* or Lu. First name is not required. If provided, it must be a minimum of three characters. A wildcard (*) is allowed, such as Sam*. Birthdate is required.

Q. Where do I find my Citation Number?

A. The citation number can be found on the citation issued by the Law Enforcement officer. If searching by the Citation Number, the citation number is required along with the Last Name. The last name must be a minimum of three characters. A wildcard (*) is allowed, such as Smi*.

Q. How do I search by my Case Number?

A. The Case Number is assigned by the Clerk of Court. The Case Number is required along with the Last Name. The last name must be a minimum of three characters. A wildcard (*) is allowed, such as Smi*.

Q. Why is my case coming up as “No cases found that are eligible for Payment. Please refine the search”?

A. It may take up to 14 days for a new case to be available for online payments. The case must have a financial balance and be a Criminal case type.

Q. Am I admitting to being guilty if I pay?

A. Before making an electronic payment, please note that a payment could be considered an admission of liability or guilt and that you may be waiving certain important statutory and constitutional rights by submitting your payment. If you pay a traffic ticket, for example, you will be admitting that you are guilty of the offense charged on the ticket and waiving your right to a trial for that offense. In some circumstances, paying the ticket could also result in the suspension or revocation of your license and/or other unforeseen consequences.

Q. When will my payment be posted?

A. Please allow 24 hours for the payment to be processed

Q. Should I get legal advice before paying on this judgment?

A. You should consult with an attorney if you have any questions concerning the consequences or implications of making a payment through this system.

Q. Is there a minimum amount I can Pay?

A. Yes, the minimum payment amount is \$25. Please be reminded that the balance must be made in full by the specified due date. Failure to do so may result in further actions from the court.

Q. Can I make partial payments?

A. Yes, click "Other" on the Payment screen and enter the amount you would like to pay. Please be reminded that the balance must be made in full by the specified due date. Failure to do so may result in further actions from the court.

Q. Is there a fee for making a payment on-line

A. There's a 3.5% transaction fee on each payment made.

Q. Do I have to pay court costs when I'm pleading guilty by waiver and NOT going to court?

A. Yes.

Q. Do I have to pay the amount due prior to the court date listed on the citation?

A. Please be reminded that the balance on the case must be made in full by the specified due date. Failure to do so may result in further actions from the court.

Q. Can I pay my citation online if I've already pleaded not guilty and have a trial date set?

A. No, once you have made an appearance in court, you must re-appear in court for any further activity with the case.

Q. I missed my court date, can I still pay online?

A. Please [contact the court](#) in the county you went to Court.

Q. How do I find my case or citation?

A. You can search by Name, Citation Number or Case Number

Q. How do I request a refund?

A. Contact UJSeSupport@uj.s.state.sd.us. Please include your name, case number, and copy of your receipt.

Q. How do I get a copy of my receipt?

A. Contact UJSeSupport@uj.s.state.sd.us. Please include your name and case number.

Q. How does my payment show on my bank statement/credit card statement

A. You will see a transaction from SD Unified Judicial System and a transaction from Elavon SRV Fee SD Unified

Transaction Date	Description	Amount
07/26/24	ELAVON SRV FEE SD UNIFIED #...2909	\$0.02
07/26/24	SD UNIFIED JUDICIAL SYSTE #...2909	\$1.00

Q. What payment methods are accepted?

A. Visa, MasterCard or Discover

Q. How do I set up a payment plan?

A. Please [contact the court](#) in the county you went to Court. The minimum payment on a payment plan is \$10.

Q. What if I have multiple payments on my payment plan?

A. Select any case and click the pay button. Payment will be applied to the first case in the payment plan. The minimum amount on a payment plan is \$10.

Q. What do I do if it shows I have a warrant on a case?

A. Please [contact the court](#) in the county you went to Court.

Q. What do I do if it shows my case has been sent to collections?

A. Please contact the Collection Agency at 1-888-980-1194; M-F 8am-5pm CT