

## Instructions for Notice of Entry of Judgment & Decree of Divorce (Default)

A Notice of Entry of Judgment & Decree of Divorce (Default) is a document that notifies the other party that the Judge has signed a Judgment & Decree of Divorce (Default). This document must be sent to the other party and the Affidavit of Service filed with the Clerk of Courts.

- Complete the top portion of the Notice of Entry (the “caption”) just as it appears on the Judgment & Decree of Divorce (Default).
- Fill in the blanks on the Notice of Entry with the Judge’s name (you can find this on the Judgment & Decree of Divorce-Default), the date that the Judge signed the Judgment & Decree of Divorce (Default), and the City where the Courthouse is located.
- Date and sign the Notice of Entry. Make two copies of the Notice of Entry, one for you and one to mail to the defendant. The original will be filed with the Clerk of Courts.
- Mail copies of the Notice of Entry, Judgment & Decree of Divorce (Default), and Stipulation and Agreement, if there is one, to the Defendant.
- The Affidavit of Service may only be completed after the documents are placed in the United States Mail.
- Complete the top portion of the Affidavit of Service (the “caption”). This information will be the same as the Notice of Entry.
- Fill in the blanks as indicated on the Affidavit.
- Make a photocopy of the Affidavit for your file. The original will be filed with the Clerk of Courts.
- **You must sign and date the Affidavit in the presence of a notary public or clerk of court. Make sure to bring identification to show the notary public or clerk of court. A notary public can usually be found at the bank and sometimes at the courthouse.**
- File the original Notice of Entry of Judgment & Decree of Divorce (Default) and the Affidavit of Service with the Clerk of Courts. Failing to file the Notice of Entry of Judgment & Decree of Divorce (Default) may extend the time an appeal may be filed.

STATE OF SOUTH DAKOTA )  
 :SS  
COUNTY OF \_\_\_\_\_ )

IN CIRCUIT COURT  
\_\_\_\_\_ JUDICIAL CIRCUIT

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<p>_____, Plaintiff,  vs.  _____, Defendant</p>	<p>DIV _____</p> <p><b>NOTICE OF ENTRY OF JUDGMENT AND DECREE OF DIVORCE (DEFAULT)</b></p>
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**PLEASE TAKE NOTICE** that the Judgment and Decree of Divorce (Default) was entered in the above-entitled matter on \_\_\_\_\_, 20\_\_\_\_, by the Honorable \_\_\_\_\_ and duly filed by the County Clerk of Courts at \_\_\_\_\_, South Dakota. A certified copy of said Judgment and Decree of Divorce (Default) is attached hereto and served upon you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Plaintiff / Defendant (Circle One)  
Name: (Printed) \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_)\_\_\_\_\_

STATE OF SOUTH DAKOTA )  
 :SS  
COUNTY OF \_\_\_\_\_ )

IN CIRCUIT COURT  
\_\_\_\_\_ JUDICIAL CIRCUIT

\_\_\_\_\_,  
Plaintiff,  
  
vs.  
  
\_\_\_\_\_,  
Defendant

DIV \_\_\_\_\_  
  
**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_, being sworn, state that on  
(Name of person who mailed documents)

\_\_\_\_\_, 20\_\_\_\_, I served the following papers:  
  
\_\_\_\_\_  
(List all papers mailed to the other party)

by placing true copies of the documents in an envelope addressed to:

\_\_\_\_\_ at \_\_\_\_\_  
(Name of other party) (Other party's address)

in the City of \_\_\_\_\_, State of \_\_\_\_\_, Zip Code \_\_\_\_\_

and depositing the envelope, with sufficient postage, in the United States Mail at

\_\_\_\_\_.  
(Place mailed from)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Person Who Mailed Documents  
(Sign only in front of a notary or clerk of courts)

Name: (Printed) \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_

Sworn/affirmed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Notary Public/Clerk of Courts) If Notary, my commission expires: \_\_\_\_\_

(SEAL)