

UJS Sites for Attorneys

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

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

- 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 http://ujs.sd.gov/media/odyssey/file_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 ujsesupport@ujs.state.sd.us if you have any questions.

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

- 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 prior to registering.

2.2 USER MANUAL

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

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

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

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>

4 COURT CALENDAR - [HTTPS://UJSFINDCOURTDATE.SD.GOV](https://UJSFINDCOURTDATE.SD.GOV)

Starting on May 1st, 2024, you will be able to run a Court Calendar from the Find a Court Date site under the Public Access Calendar tab.

Beginning June 1st, 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.

To run the calendar, select the parameters:

- County: click the dropdown and start typing or scroll and select a single county
- Date: select the date you want (today or one of the next 4 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, this is where your calendar will be delivered
- Format: PDF or CSV format
- CSV format allows for easy filtering/sorting

After you select your parameters, click Submit button and if there are hearings for the parameters you selected you will receive an email with either the PDF or CSV file attached.

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

5 SD UJS CIVIL JUDGMENT QUERY - [HTTPS://UJSJUDGMENTQUERY.SD.GOV](https://UJSJUDGMENTQUERY.SD.GOV)

The SD UJS Civil Judgment Query offers access to money judgment searches and judgment docket cards for a fee. May be beneficial for collections attorneys or those that do title work. Anyone is able to register for the site, including the general public. Most users will register as Pay As You Go and will pay \$4 for a name/business search or a date range search; then, an additional \$1 to view specific judgment docket cards. If you have any questions about the site, please email ujsesupport@ujstate.sd.us.

EMAIL ADDRESS CHANGE

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

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

7 UJS CASE MANAGEMENT SYSTEM - ODYSSEY

- Contact ujseSupport@uj.s.state.sd.us
- Provide your name, address, phone number, bar number and email address
- Provide the updates needed to your account

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

- Notify ujseCourtsSupport@uj.s.state.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

9 Attorney Notification System - [HTTPS://UJSATTORNEY.SD.GOV/LOGIN.ASPX](https://UJSATTORNEY.SD.GOV/LOGIN.ASPX)

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

10 File & Serve - [HTTPS://SOUTHDAKOTA.TYLERTECH.CLOUD/OFSWEB/HOME](https://SOUTHDAKOTA.TYLERTECH.CLOUD/OFSWEB/HOME)

- 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

10.1 REMOVE/REPLACE USERS

- Instructions found at https://uj.s.sd.gov/media/odyssey/remove_Firm_Users.pdf