

eCourts FAQ

eCourts

Frequently Asked Questions

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GENERAL

What is eCourts?

eCourts provides South Dakota active Abstractor Board of Examiners members, South Dakota active Bar members, Justice Partners and the Public access to South Dakota open cases data electronically. All users will be required to register with a valid email account. There is no registration fee.

Do I need to register?

- Yes, you must register at <https://ecourts.sd.gov>

How many accounts can I register?

- You can only register one account
 - For example, an Attorney has a private practice and is a part time States Attorney, you will want to register with the email used for the State Bar using the role of SA

How do I access eCourts?

- To access the eCourts website, go to <https://ecourts.sd.gov>

HELP

How do I register?

- Click the “Register” hyperlink in the upper right-hand corner



- Enter email account
- Enter First Name
- Enter Last Name
- Select the Registration type
 - Abstractor
 - Attorney
 - States Attorney
 - Justice Partner Role
 - Public
- Enter a Passphrase
 - 12 characters minimum
 - 1 number or 1 special character required
 - Space is considered a special character
 - Additional special characters are:
 - !@#%&*()-=+<>?;:'
 - Example Passphrases:
 - #summertime
 - It's a cloudy day
 - #oh happy day
- Confirm Passphrase
- Click Register

Public Screen Shot


Registration

Email

First Name

Last Name

Registration Type

Passphrase
 

Confirm Passphrase

- Select "I agree to the Terms of Use"

I agree to the Terms of Use [Read the complete Terms of Use](#)

- Registration Confirmation Email

Registration

Thanks for registering with us

An email will be sent to the email address you specified with instructions to enable your account and login.

- Registration email will be sent to the email provided
 - Click on the link provided to confirm the email address
- Registration link is **valid for 5 days**

From: NoReply_UJSNotifications@uj.s.state.sd.us

Date: June 4, 2019 at 10:56:51 AM CDT

To: [REDACTED]

Subject: eCourts Registration

Hello, [REDACTED]

Thank you for registering with South Dakota Unified Judicial System eCourts

Please confirm that your email address is correct to continue. Click the link below to activate your account.

[http://ecourts.sd.gov/Account/ConfirmAccount.aspx?email=\[REDACTED\]%40gmail.com&token=CjwkjF1duDxl5qz48tkE4MY8DJbLyABKy4brqInd8pvQmrrn4IBGr4jtNzW0mGFx5](http://ecourts.sd.gov/Account/ConfirmAccount.aspx?email=[REDACTED]%40gmail.com&token=CjwkjF1duDxl5qz48tkE4MY8DJbLyABKy4brqInd8pvQmrrn4IBGr4jtNzW0mGFx5)

If you have any questions or trouble logging on please contact UJSeCourtsSupport@uj.s.state.sd.us

Thank you!

- You will be directed to eCourts
- Click the Confirm Account button

Account Confirmation

Thank you for registering with South Dakota Unified Judicial System eCourts.
To get started, please click the button to confirm your email address.

Confirm Account

- Account has been successfully activated

Account Confirmation

Your account has been activated. [Log In](#)

Thank you for registering with South Dakota Unified Judicial System eCourts.
To get started, please click the button to confirm your email address.

What is the best way for me to contact UJS?

- Please contact us via email at UJSeCourtsSupport@UJS.STATE.SD.US and include your name, phone number and question and Issue Reporting Template (found in the Help Section of eCourts)
- Support is available from 8:00 CST to 5:00 pm CST, Monday thru Friday

LOGIN/PASSPHRASE/ACCOUNT

I did not get my passphrase changed prior to the 180-day requirement, how do I get my account re-activated?

- Please contact UJS via email at UJSeCourtsSupport@UJS.STATE.SD.US and include your name, email address, contact phone number and State Bar Number or Abstractor ID number

Does my current Passphrase expire?

- Your current passphrase will expire after 180 days
- When you log in after 180 days, you will be prompted to change your passphrase

What do I do if I need to change my passphrase?

- Log on to the eCourts site at <https://eCourts.sd.gov>
- Click Account
- Click Profile
- Click Change Passphrase hyperlink

What do I do if I forgot my passphrase?

- Log on to the eCourts site at <https://eCourts.sd.gov>
- Click Sign In here hyperlink
- Click Forgot passphrase hyperlink
- Enter email associated with account
- Click Reset Passphrase

Why has my account been disabled?

- After 180 days of inactivity, users will be disabled. Upon log in, you will see the following message, “This eCourts account has been disabled. Please contact UJSeCourtsSupport@uj.s.state.sd.us”. A request to UJSeCourtsSupport@UJS.STATE.SD.US will be needed to re-activate the account.

What if I did not get a confirmation email after I registered?

- Search your mailbox using the phrase “no reply”
- Please contact UJS via email at UJSeCourtsSupport@UJS.STATE.SD.US with your email used to register and your name

My email address has changed, what steps do I need to take to get it changed?

- Please contact UJS via email at UJSeCourtsSupport@UJS.STATE.SD.US with your old email so the account can be disabled
- You will then need to register the new email address by clicking the Register button

My name has changed, what steps do I need to take to get it changed?

If your name and email change

- Please contact UJS via email at UJSeCourtsSupport@UJS.STATE.SD.US with your old email so the account can be disabled
- You will then need to register the new email address by clicking the Register button

If your name changes but email stays the same

- Please contact UJS via email at UJSeCourtsSupport@UJS.STATE.SD.US with your name change

What do I do if I locked my account?

- After 5 failed logon attempts, account will be locked out for **5 minutes**
 - UJS cannot unlock your account.
- Wait the full 5 minutes before attempting to log back in

BROWSERS

What Desktop browsers are supported by eCourts?

- MAC
 - Chrome
 - Firefox
 - Opera
 - Safari

- Windows
 - Chrome
 - Firefox
 - Internet Explorer (v10 and above)
 - Microsoft Edge
 - Opera

What Mobile devices are supported by eCourts?

- Android
 - Chrome
 - Firefox
 - Android (v5.0 & above)
- iOS
 - Chrome
 - Firefox
 - Safari
- Windows 10 Mobile
 - Not Supported

SEARCHING ON PARTIES

How do I search on the name of Trust Party?

- Click Business radio button

Why do I get no results found?

- If the user does not have access to the case type associated to the party record, the results will be no records found

How do I search on a common name?

- Enter last name and first name
- Select an Advance Search
 - For example, by county

CASE INFORMATION

How often is information in eCourts updated?

- Case information is continuously updated during normal business hours, but UJS cannot make assurances in every instance that the latest information available at the Clerk of Courts office has been entered in the court record. There may be a delay between the new case being entered in the system and when it appears on the search

Who do I contact if I have a question about the record?

- Contact the Clerk of Courts office

SEARCH TIPS

How do I search a person with 2 last names, for example, Johnson-Anderson?

- Use the first 2 letters of the last name and the wildcard (*) and the first name
- Further narrow down the search by using the Advance Search

How do I search on a name with just two letters?

- Enter the name and wildcard (*)

Is a Date of Birth required to search?

- No, a date of birth is not required

How do I use the Advance Search?

- Click the Advance Search check box
- Narrow the search down by Case Location (County), Case Type, and Case Status

Are the search results statewide or by county?

- The search results are statewide unless you narrow down the search using the Advanced Search feature