

# UJS eCourts Users Manual

April 2020

---

## Table of Contents

eCourts Information.....	4
Case Security .....	4
Document Security.....	4
Website .....	4
Groups.....	4
Abstractors.....	4
Registered Attorneys.....	4
State’s Attorneys.....	5
Data Access Agreement/Justice Partners .....	5
How to Register.....	5
Approval Process .....	9
Log In.....	9
Forgot your Passphrase .....	10
How to Change your Passphrase .....	10
Account Disabled .....	11
Change Log In/Email Address .....	11
Change Name/Email Address .....	11
Site Security and Settings .....	11
Ribbon Tabs .....	12
Home .....	12
Search .....	12
Library.....	12
Search.....	12
Case Number Search Tab.....	12
Name Search Tab .....	13
Name Search Results.....	14
Case Summary Tabs .....	16
Case Legend .....	16
Parties.....	16
Disposition .....	17

Events .....	17
Documents.....	18
Hearings.....	20
Warrants.....	20
Bonds.....	21
Financial .....	21
Add'l Cases.....	22
Protection Orders.....	22
Breadcrumb Navigation.....	22
Statute Search Tab.....	23
Statute Rules .....	23
Document Search Tab .....	23
My Cases.....	24
Find a Case Number Tab .....	24
Favorites .....	24
Options .....	24
Printing Case Summary .....	24
Additional Criminal Information .....	25
Billing.....	25
Cart.....	25
Purchase with Credit Card .....	26
Purchase with Credit Account .....	27
Library Tab.....	28
Account Dropdown .....	29
Library.....	29
Profile.....	29
Funding a Credit Account .....	29
Manage Credit Account/Add Users.....	31
Account Manager of Credit Account Needs to be Changed.....	33
Financial Report for Credit Accounts.....	33
Credit Account Balance.....	34

Favorites.....	35
Help.....	35
Contact Us.....	35
Reports.....	36

## eCourts Information

**Note: NOT ALL TABS AND/OR FIELDS ARE AVAILABLE TO ALL GROUPS**

### Case Security

- Open
  - Open is the default for court records unless otherwise provided in statute and/or rule
- Closed
  - Case is not accessible to the public
- Sealed
  - Sealed cases have a higher security than closed and can only be opened by court order

### Document Security

- Open
  - A document in our court records that is open and is therefore open to public access
- Confidential
  - A Document that is “Confidential” is not accessible to the public, only to the parties on that case
- Sealed
  - Sealed documents have a higher security than confidential and can only be opened by court order

### Website

<https://eCourts.sd.gov>

eCourts provides South Dakota active Abstractor Board of Examiners members, South Dakota active Bar members, the Public, and SD Justice Partners 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 and users can purchase and download single or multiple documents at a time.

## Groups

### Abstractors

Access to data and documents on approved case types with open security at no charge. To register for access, you must:

- Be registered and in good standing with the SD Abstractors’ Board of Examiners
- Have a valid email account

### Registered Attorneys

Access to data and documents on approved case types with open security at no charge if they are the attorney of record (must be listed on the Clerk’s case in Odyssey), they will have access to purchase open security documents if not the attorney of record. To register for access, you must:

- Be registered and in good standing with the SD Bar
- Have a valid email account
- You can only register one account

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

Once an attorney has been inactivated as the attorney on a case, documents for that case will no longer be provided at no charge, please contact the Clerk's office to ensure they are listed on the case.

### State's Attorneys

Access to data and documents on approved Criminal case types with open security at no charge. Access to open security non-criminal case data and documents free of charge if they are the attorney of record (must be listed on the Clerk's case). If not the attorney of record, ability to purchase open documents.

To register for access, you must:

- Be registered and in good standing with the SD Bar
- Have a valid email account
- You can only register one account
  - For example, an Attorney has a private practice and is a part time States Attorney, they will want to register with the email used for the State Bar using the role of SA

### Data Access Agreement/Justice Partners

Access to data and documents on approved case types with open security at no charge. To register for access, you must:

- Point of Contact must provide Data Access Agreement (DAA)
- DAA must be approved by the UJS SCAO
- Case type access will be determined by UJS
- POC will provide number of users, name and a unique email address for each user
- Users must have a valid and unique email account
- Registration type will be Justice Partner

## How to Register

- Click the "Register" hyperlink in the upper right-hand corner



- Enter email account
- Enter First Name
- Enter Last Name
- Select the Registration type
  - None
  - Abstractor
  - State's Attorney
  - Attorney
  - Justice Partner
- Enter your Bar Number or Abstractor ID Number
  - Justice Partners/DAA **will not** have an ID number field
- 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

Abstractor Screen Shot

## Registration

Email

First Name

Last Name

Registration Type  

Abstractor

Bar Number or ID

Password

Confirm Password

Register

State's Attorney/Attorney Screen Shot

## Registration


Email


First Name

Last Name

Registration Type

Bar Number or ID

Passphrase  
 

Confirm Passphrase  
 

Justice Partner 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](mailto: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=CjwkjF1duDxl5qz48tkE4MY8DjLbLyABKy4brqInd8pvQmrn4lBGr4jtNzW0mGFx5](http://ecourts.sd.gov/Account/ConfirmAccount.aspx?email=[REDACTED]@40gmail.com&token=CjwkjF1duDxl5qz48tkE4MY8DjLbLyABKy4brqInd8pvQmrn4lBGr4jtNzW0mGFx5)

If you have any questions or trouble logging on please contact [UJSeCourtsSupport@uj.s.state.sd.us](mailto:UJSeCourtsSupport@uj.s.state.sd.us)

Thank you!

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

eCourts

[Home](#)

South Dakota Unified Judicial System

## 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.

## Approval Process

Possible reasons eCourts access could be denied:

### Attorneys

- Invalid State Bar Number – the bar number in eCourts does not match the bar number within Odyssey
- Email address used to register with eCourts does not match the attorney email within the Odyssey attorney record

### Abstractors

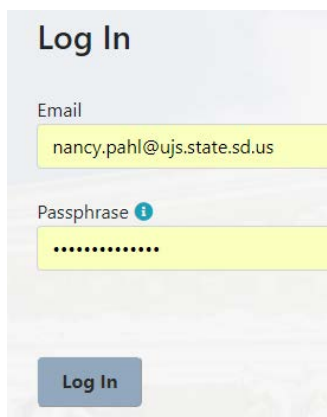
- Invalid State Abstractor ID
- Email does not match Abstractor Board of Examiners list

### Other

- Email address used to register is not a valid email address

## Log In

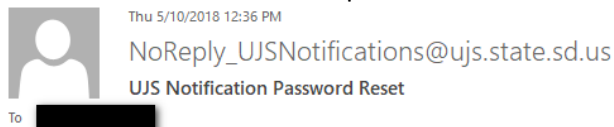
- User name is the email address used to register
- Enter Passphrase
- Click Log In



The screenshot shows a 'Log In' form with a light blue header. Below the header, there are two input fields: 'Email' and 'Passphrase'. The 'Email' field contains the text 'nancy.pahl@ujs.state.sd.us'. The 'Passphrase' field is masked with dots. To the right of the 'Passphrase' label is a small blue information icon. At the bottom of the form is a blue 'Log In' button.

## Forgot your Passphrase

- Click the “Forgot Passphrase” hyperlink
- Enter your email address
- Click “Reset Passphrase”
- Check email for Passphrase Reset email



Hello, [REDACTED]

According to our records, you have requested that your password be reset for eCourts  
Please use the following link to reset your password

<http://testecourts.sd.gov/Account/PasswordReset.aspx?0990211EC440F00179216EA938C8BAFA4B5B214F3DC49D790920816850D8D484>

This link will expire in 24 hours.

If you have any questions or trouble logging on please contact [UJSSupport@uj.s.state.sd.us](mailto:UJSSupport@uj.s.state.sd.us)  
Thank you!

- Click the hyperlink indicated in the email
- Enter and verify your new passphrase
  - Must contain a minimum of 12 characters
  - Must contain a number or special character (including a space)
  - Must be different from the last 5 passphrases used
- Click “Update”

## Passphrase Reset

Password Updated!

[Login](#)

nancy.pahl@uj.s.state.sd.us

- Click Login to return to the login screen
- Enter Email (user name) and new passphrase

## How to Change your Passphrase

Passphrases will expire every 180 days. At 170 days, a banner message will display that your password will expire in 10 days. You must change your password within those 10 days or your account will be disabled. To change your passphrase, follow the below steps;

- Click the Account dropdown
  - Located in the upper Right-hand corner
- Select Profile
- Enter your User Name (email) and passphrase (if not signed in)
- Click “Change Passphrase”
- Enter your current passphrase
- Enter and verify your new passphrase
  - Must contain a minimum of 12 characters

- Must contain a number or special character (including a space)
  - Must be different from the last 5 passphrases used
- Click “change passphrase” or cancel

### Change Passphrase Complete

Your Passphrase has been changed!

- Click the Home or Search tab
- If successfully changed, users will receive a “passphrase has been changed” email

### Account 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](mailto:UJSeCourtsSupport@uj.s.state.sd.us)”. A request to [UJSeCourtsSupport@UJS.STATE.SD.US](mailto:UJSeCourtsSupport@UJS.STATE.SD.US) will be needed to re-activate the account.

### Change Log In/Email Address

- If you have changed your email address, you must re-register with eCourts at [eCourts.sd.gov](http://eCourts.sd.gov) with your new email address.

### Change Name/Email Address

#### If your name and email change

- Please contact UJS via email at [UJSeCourtsSupport@UJS.STATE.SD.US](mailto: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](mailto:UJSeCourtsSupport@UJS.STATE.SD.US) with your name change

### Site Security and Settings

- After 5 failed logon attempts, account will be locked out for **5 minutes**

### Log In

Account is currently locked out for too many Log In attempts.

Your login attempt was not successful. Please try again.

Email

██████████@uj.s.state.sd.us

**NOTE:** UJS cannot unlock your account. Wait the full 5 minutes before attempting to log back in

- After 6 months of inactivity, a request will be needed to re-activate the account
- Site will log out after 20 minutes of inactivity
  - Warning message will appear with 2 minutes left to log out
    - Click the Stay Signed In or Sign Out

**Need More Time?** ×

Your session is about to expire.  
You will be automatically signed out in:  
**01:55**

Stay Signed In Sign Out

## Ribbon Tabs

### Home

→ Click the Home tab to return to the Home Page and Perform a Search

### Search

→ Click the Search tab to return to the search screen

### Library

- Click the Library tab to return to your Library
- Clicking the Library tab will also refresh your library

## Search

### Case Number Search Tab

- Enter the case number in case number field
  - Leading zeroes can be left out of the case number, for example case number is 66POA17-000402; it can be entered as 66POA1740

Case Number

Name Search

Case Number

66poa17402

Search

→ Click Search

## Name Search Tab

Only one field is required to initiate a search. If the search results in too many matches found, you will be required to refine the search criteria. You will receive an error message, "More than 100 cases match search, please refine the search"

- Enter Last Name, First Name and/or Middle Name
  - Search partial names by using the wildcard (\*)
    - Must contain at least 2 characters when using the wildcard

Case Number	Name Search
<div><div>Last Name</div><div>ga*</div></div> <div><div>First Name</div><div>am*</div></div> <div><div>Middle</div><div></div></div>	

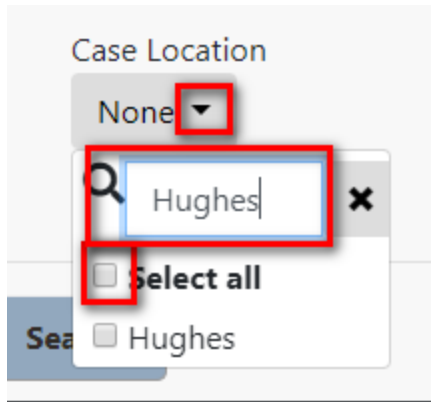
- To search on a Business, click the Business radio button
  - Search partial names by using the wildcard (\*)
  - Must contain at least 3 characters
- Select the Advanced Search check box to refine the search
- Refine with
  - Case Location
  - Case Type
  - Case Status

Advanced Search		
Case File Date	to	
<div>Case Location</div> <div>All selected (66) ▼</div>	<div>Case Type</div> <div>All selected (47) ▼</div>	<div>Case Status</div> <div>All selected (3) ▼</div>

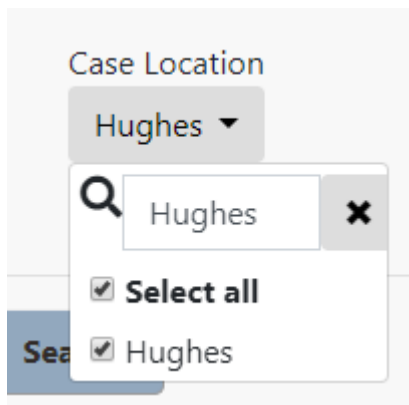
- Advance searches default to "all selected"

Case Location
All selected (66) ▼

- To refine the selections, click the dropdown
- Uncheck the Select All
- In the search box, enter the county to search on
- Select the checkbox next to the County
  - Multiple counties can be selected



→ Case Location will appear as below

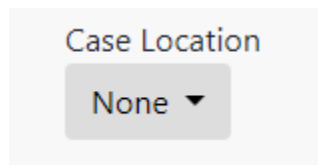


→ Click outside of the dropdown to continue

→ To clear the search

- Remove the Select All checkmark
- Remove the search selections by clicking the "x"
- Click Select All

**NOTE: Unchecking the "Select All" selection will search on all counties statewide and display none in the dropdown**



→ To further refine the search, do the above steps for the Case Type and Case Status

→ Click the Search button

### Name Search Results

- Returns all parties and cases that match the search criteria entered on the name search tab
- Displays

- Party name
- Party date of birth
- Case Number
- Case Style
- Current case status
- Case file date
- Case county filed in
- Number of cases associated to the party

## Name Search Results

TEST, TEST TEST **Party name** 11/05/1970 **Party date of birth** **Number of cases associated to the party** Cases (1)

Address: 555 N DAKOTA AVE Gender: Male  
SIOUX FALLS, SD Race: White

Case Number	Case number	Style	Current case status	Status	File Date	Case file date	County Name	Current county case resides
66POA17-000402		STATE OF SOUTH DAKOTA vs. TEST TEST		Pending	03/11/2017		Yankton	

- Click on case number hyperlink to view details of the case
- Enter a case type in the Search field to return only those cases belonging to that case type

TEST, TEST TEST 01/01/1960

Address: 123 PARTY LANE Gender: Male  
PIERRE, SD Race: White

Ability to search on a certain case type

Search:

Showing 1 to 10 of 76 entries

Case Number	Style	Status	File Date	County Name
51CRI13-TEST	STATE OF SOUTH DAKOTA vs. test test	Pending	10/08/2013	Pennington
31MAG14-TEST	STATE OF SOUTH DAKOTA vs. test test	Terminated	02/03/2014	Harding
04PRO14-TEST	Estate of test test	Pending	03/18/2014	Bon Homme
04PRO14-TEST	Estate of test test	Pending	03/18/2014	Bon Homme
56DIV14-TEST	Test Test vs. Testing	Terminated	03/18/2014	Oglala Lakota
56DIV14-TEST	Test Test vs. Testing	Terminated	03/18/2014	Oglala Lakota
665MC14-TEST	test user vs. TEST THE USER, SENIOR	Terminated	03/18/2014	Yankton
06CRI15-TEST	STATE OF SOUTH DAKOTA vs. test test	Pending	03/09/2015	Brown
06MAG15-TEST	STATE OF SOUTH DAKOTA vs. TEST TEST TEST	Pending	03/09/2015	Brown
06POA15-TEST	STATE OF SOUTH DAKOTA vs. TEST TEST TEST	Terminated	03/09/2015	Brown

Showing 1 to 10 of 76 entries

- Entered CRI for criminal case type
  - Returned 5 cases falling under criminal case type

TEST, TEST TEST 01/01/1960

Address: 123 PARTY LANE Gender: Male  
PIERRE, SD Race: White

Search: CRI

Showing 1 to 5 of 5 entries (filtered from 76 total entries)

Case Number	Style	Status	File Date	County Name
51CRI13-TEST	STATE OF SOUTH DAKOTA vs. test test	Pending	10/08/2013	Pennington
31MAG14-TEST	STATE OF SOUTH DAKOTA vs. test test	Terminated	02/03/2014	Harding
06CRI15-TEST	STATE OF SOUTH DAKOTA vs. test test	Pending	03/09/2015	Brown
06MAG15-TEST	STATE OF SOUTH DAKOTA vs. TEST TEST TEST	Pending	03/09/2015	Brown
07POA-TEST	STATE OF SOUTH DAKOTA vs. test test	Pending	10/06/2015	Brule

- If the party has a sealed Trust, Divorce or Probate case, the following message will be displayed



[Redacted]		04/02/1956
Address:	[Redacted]	Gender: Female
<b>Party has a Sealed Trust, Divorce or Probate case. Please contact the Clerk of Courts office.</b>		

## Case Summary Tabs

Case Number Search or Name Search will display the case summary

### Case Legend


The details of the case are displayed on the Case Legend tab

- Case Style
- Case Status
- Filed Date
- Type of Case
- Current County
- Judge \*

### Parties

Contains the parties and attorneys

- Parties
  - Display additional party information by clicking the carrot behind the party's name

<b>Defendant</b> [Redacted]  DOB: 1976 Gender: Male Race: White Address: 102 9TH ST BROOKINGS SD 57006	<b>Attorney(s)</b> ^ * MILES, CHRISTOPHER ^
--	---

- Attorney's
  - Display additional attorney information by clicking the carrot behind attorney's name
  - Asterisk (\*) indicates Lead Attorney

---


\* Available for Abstractors and Attorneys

**Plaintiff**

STATE OF SOUTH DAKOTA ^

**Attorney(s)**

\* MOWERY, MANDI ^

ROESLER, ABBY 

Phone: 605-367-4226

Email: aroesler@minnehahacounty.org

Address: 415 N DAKOTA AVE SIOUX FALLS SD 57102

FLYNN, JOE v

Phone: 605-367-4226

Email: jflynn@minnehahacounty.org

Address: 415 N. DAKOTA AVE. SIOUX FALLS SD 57102

→ Click the Expand All hyperlink (in the upper right hand corner) to show all information for all parties

[Expand All](#)
**Disposition**

Contains the charges, citation number, plea, disposition and sentence<sup>†</sup> information

→ If the charge, plea, disposition or sentence Has been amended, this will be indicated by an “A” icon

Case Information	Parties	Disposition	Bonds	Warrants	Events	Hearings	Causes	Financial
<b>1 TRAFFIC IN/SUBSTITUTE PLATES</b>								
12/29/2016 (M1) 32-5-103								
Citation			0001261422					
Plea			01/12/2017		Not Guilty			
Disposition			02/15/2017		Dismissed-Motion by Prosecutor			
<b>2 NO DRIVERS LICENSE</b>								
12/29/2016 (M2) 32-12-22								
Citation			0001261422					
 Plea			02/15/2017		Guilty			
Disposition			02/15/2017		Judgment on Plea of Guilty			
Sentence			02/15/2017		Sentenced			
Fee Totals								
Court Appointed Attorney Fee							\$94.00	
Court Costs Class II Misdemeanor							\$120.00	
POA + State Fine								

**Events**

Contains the docketable events

<sup>†</sup> Supervision and License Suspension available for Attorneys

Case Information	Parties	Disposition	Bonds	Warrants	Events	Hearings	Causes	Financial	Documents
Date	Type	Comment							
06/23/2014	COMPLAINT								
06/26/2014	APPLICATION FOR COURT APPOINTED COUNSEL								
06/26/2014	ORDER FOR COURT APPOINTED COUNSEL								
06/26/2014	INFORMATION								
06/26/2014	PART II INFORMATION								

→ Click on the Date, Type or Comment headers to sort the events

Case Legend	Parties	Disposition	Events	Documents	Hearings	Warrants	Bonds	Financial	Causes	Prot. Orders
Date	Type	Comment								
03/01/2014	STATE'S	WITNESS LIST								
03/19/2014	AFFIDAVIT	testingTESTING								

→ Click on the Show Entries drop down to change the number of events to display

Case Legend	Parties	Disposition	Events
Show 25 ▼ entries			

## Documents

Contains all public accessible documents on the case in PDF format.

**NOTES:** If the document is not named in Odyssey, the document will not have a name in eCourts. Documents added prior to July 1, 2013 may not be available electronically. Contact the appropriate Clerk of Courts with any questions.


→ If there are no documents on a case in Odyssey, the message, "No Document Information" and will be displayed on the documents tab in eCourts

Case Legend	Parties	Disposition	Events	Documents	Hearings	Warrants	Bonds	Financial	Causes
No Document Information Documents added prior to July 1, 2013 may not be available electronically. Please contact the appropriate Clerk of Court if you have questions.									

## To Preview a document

- Click on the Preview Icon to preview the first page of the document (prior to purchase)
  - This document contains a watermark which cannot be removed. To obtain a clean copy, it must be added to the cart and purchased.

Pages Preview

1  [Add to Cart](#)

- Click on “Add to Cart” link to purchase the document
- The cart will hold 50 documents for multiple cases

Case Information Parties Disposition Bonds Warrants Events Hearings Causes Financial Documents			
Date	Name	Pages	
06/23/2014	COMPLAINT	6	<a href="#">Add to Cart</a>
06/26/2014	APPLICATION FOR COURT APPOINTED COUNSEL	1	<a href="#">Add to Cart</a>
06/26/2014	ORDER FOR COURT APPOINTED COUNSEL	1	<a href="#">Add to Cart</a>
06/26/2014	INFORMATION	3	<a href="#">Add to Cart</a>
06/26/2014	PART II INFORMATION	2	<a href="#">Add to Cart</a>
06/26/2014	FINDINGS OF FACT	2	<a href="#">Add to Cart</a>
06/30/2014	PERSONAL RECOGNIZANCE AND APPEARANCE BOND (2-PAGE)	3	<a href="#">Add to Cart</a>
07/28/2014	POWER OF ATTORNEY	2	<a href="#">Add to Cart</a>
09/04/2014	SENTENCING SHEETS(2)	2	<a href="#">Add to Cart</a>
09/05/2014	AFFIDAVIT	2	<a href="#">Add to Cart</a>
01/20/2015	VOUCHER FOR COMPENSATION & EXPENSES OF COURT APPOI	1	<a href="#">Add to Cart</a>
02/11/2015	TRANSCRIPT OF SENTENCING	0	<a href="#">Add to Cart</a>
02/11/2015	JUDGMENT OF CONVICTION	3	<a href="#">Add to Cart</a>
03/03/2015	PAYMENT PLAN	1	<a href="#">Add to Cart</a>
03/05/2015	REPORT	2	<a href="#">Add to Cart</a>
06/25/2015	BENCH WARRANT - FAILURE TO COMPLY	1	<a href="#">Add to Cart</a>
03/07/2016	UNDELIVERABLE COLLECTIONS LETTER	1	<a href="#">Add to Cart</a>
07/24/2017	BENCH WARRANT - RETURN SERVED	1	<a href="#">Add to Cart</a>

- Once you have added the document to the cart, you do have the option to remove
- Click the “Remove” link

Case Information Parties Disposition Bonds Warrants Events Hearings Causes Financial Documents			
Date	Name	Pages	
06/23/2014	COMPLAINT	6	<a href="#">Remove</a>
06/26/2014	APPLICATION FOR COURT APPOINTED COUNSEL	1	<a href="#">Remove</a>
06/26/2014	ORDER FOR COURT APPOINTED COUNSEL	1	<a href="#">Remove</a>
06/26/2014	INFORMATION	3	<a href="#">Add to Cart</a>
06/26/2014	PART II INFORMATION	2	<a href="#">Add to Cart</a>
06/26/2014	FINDINGS OF FACT	2	<a href="#">Add to Cart</a>

- Click on the Date, Name, and Pages header to sort the documents

Case Legend	Parties	Disposition	Events	Documents	Hearings	Warrants	Bonds	Financial	Causes	Prot. Orders
<a href="#">Date</a>		<a href="#">Name</a>								<a href="#">Pages</a>

- Click on the Show Entries drop down to change the number of documents to display

Case Legend	Parties	Disposition	Events	Documents	Hearings
<div> Show 25 ▼ entries </div>					

## Hearings

Contains hearing type, hearing judge, and result of the hearing

→ Clicking the carrot after Parties Present, will display all parties that were present for the hearing

**Warrant Hearing**  
 Judicial Officer: Rank, Bobbi  
 08/03/2017 2:00PM Held  
 Parties Present ▼  
 Defendant: [REDACTED]  


---

 Plaintiff: STATE OF SOUTH DAKOTA  
 Attorney: PAHLKE, ALVIN

## Warrants

Contains warrant information \*

→ Status displays the status of the warrant

- Active
- Canceled
- Clerical Error
- Returned

**49CRI17-005406 - 1**  


---

 Type: Bench Warrant  
 Status: Returned  
 Issue Date: 03/30/2018  
 Status Date: 04/17/2018

→ Issue Date displays the date the warrant was issued

---

\*Available for Attorneys

**49CRI17-005406 - 1**

Type: Bench Warrant

Status: Returned

Issue Date: 03/30/2018

Status Date: 04/17/2018

→ Status Date is the date the warrant status was entered

**49CRI17-005406 - 1**

Type: Bench Warrant

Status: Returned

Issue Date: 03/30/2018

Status Date: 04/17/2018

## Bonds

Contains bond information

**49BOND18-002963**

Type: Personal Recognizance      Amount: \$0.00

<b>Status Date</b>	<b>Status</b>
04/17/2018	PERSONAL RECOGNIZANCE

## Financial

Contains the fines assessed, total payments and credits

→ Fee Category Tab contains the breakout of court fees

Total Financial Assessment		\$644.00
Total Payments and Credits		\$0.00
Fee Categories		Transactions
Court Appointed Attorney Fees		\$540.00
Court Automation Surcharge		\$61.50
Fines and Penalties - State, County or City		\$0.00
Liquidated Costs		\$40.00
Victim's Compensation		\$2.50

→ Transaction Tab contains any fees assessed, payments, and credits

Total Financial Assessment	\$644.00
Total Payments and Credits	\$0.00

Fee Categories	Transactions
11/14/2017 Transaction Assessment	\$644.00

## Add'l Cases

Will display on Criminal cases only. The Add'l Cases tab will display additional criminal case information for the defendant, for example, case number, date the case was filed, the status of the case and the charges

☐ Add to Favorites

Case Legend	Parties	Disposition	Events	Documents	Hearings	Warrants	Bonds	Financial	Add'l Cases
Only criminal cases associated to this defendant will display in the table below.									
Show 25 entries									
Search:									
Case Number	Date Filed	Status							
	03/02/2015	Terminated							
Charge(s):									
22-30A-17 (F6) GRAND THEFT - MORE THAN \$1,000 AND LESS THAN OR EQUAL TO \$2,500									
22-35-6 (M2) ENTERING OR REFUSING TO LEAVE PROPERTY AFTER NOTICE									
32-4-5 (F5) RECEIVING STOLEN VEHICLE									
22-30A-17 (F6) GRAND THEFT - MORE THAN \$1,000 AND LESS THAN OR EQUAL TO \$2,500									
22-30A-12 (M1) UNAUTHORIZED USE OF VEHICLE OR VESSEL									
	01/06/2017	Terminated							
Charge(s):									
32-5-103 (M1) TRAFFIC IN/SUBSTITUTE PLATES									
32-12-22 (M2) NO DRIVERS LICENSE									
	07/21/2017	Pending							
Charge(s):									
22-34-1 (M2) INTENTIONAL DAMAGE TO PROPERTY - \$400 OR LESS									
	02/24/2018	Pending							
Charge(s):									
32-35-113 (M2) FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY									
32-12-22 (M2) NO DRIVERS LICENSE									
Showing 1 to 4 of 4 entries									
Previous 1 Next									

## Protection Orders

Contains the status, type, issue date and expiration date (if applicable)

Case Legend	Parties	Disposition	Events	Documents	Hearings	Warrants	Bonds	Financial	Causes	Prot. Orders
Number: 020718-DOM										
Status: Expired										
Order Type: Domestic Modified Temporary Protection Order										
Issue Date: 01/16/2018										
Expiration Date: 03/13/2018										

## Breadcrumb Navigation

Tool that allows users to go back to a point in time that relates to the original search

- Breadcrumbs will be found on the Case and Name Search Results screen

## Case Summary

Search

Search Results

Case Summary

- The breadcrumbs will keep track of the information from the previous screen
  - Clicking Search on the breadcrumb will auto-fill the search results initially entered
  - For example, you searched on a name, returned the list of cases for that party, clicked in a case to review; by clicking on the "Search Results" breadcrumb returns you to the list of cases for the party
- Breadcrumbs work only within the open browser tab you are currently active on
- Refreshing the page while on a results screen will clear out any results
- Clicking "search" on the banner navigation bar will clear out the search fields

## Statute Search Tab

### Statute Rules

Statutes are generated from a stored procedure that looks at all statutes configured in Odyssey that meet the following criteria

- Current date must be between the effective date and repeal date
- Offense description does not begin with a "z"
- Degree is not = to MO
- Degree is not = to CHINS
- Degree is not = to None
- Statute is not = to 00-00-00
- If the search returns error message, "too many matches found, please refine search criteria," more than 100 hits were found and the search will need to be refined

### Click the Statute Search Tab

- The Case File Date fields are optional but will help refine the search
- Enter the statute in the search bar of the Statutes field
  - Search by the Statute or description of statute
- Case Type and Case Location are required
  - Selecting one or multiple counties in the Case Location will cause the "Select All" to be checked
- Click Search
  - Once the search has populated, click search in the menu (breadcrumb) to return to the search entered
- Case numbers that contain the statute search will populate
- Click on the case number hyperlink to view
  - Click the Search Results tab (breadcrumb) to return to the Statute Search Results screen

## Document Search Tab

- On Roadmap



## My Cases

→ On Roadmap

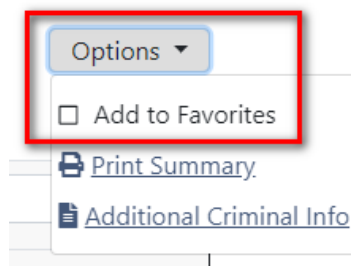
## Find a Case Number Tab

→ On Roadmap

## Favorites

Allows the ability to “save” a case that is accessed frequently.

- Complete a case search
- Click the Options drop down
- Click the check box next to “Add to Favorites”



→ Once checked, the verbiage will change from Add to Favorites to Favorite

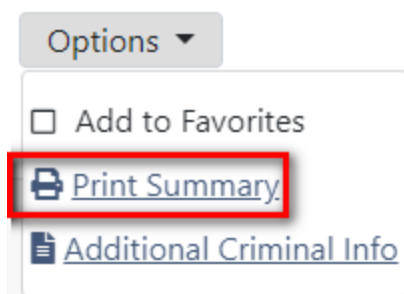
☒ Favorite

- To View Favorites, click the Account dropdown
- Click the Favorites hyperlink to display cases that have been marked as Favorites
- Click on the case hyperlink to view case information
- To remove a case from Favorites:
  - In the selected case, click the Options dropdown
  - Uncheck the Favorite checkbox

## Options

### Printing Case Summary

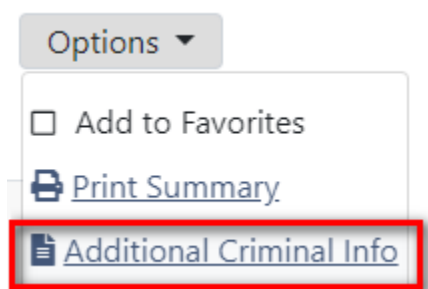
- Click the Options drop down
- Click the Print Summary hyperlink to print a summary of the case



## Additional Criminal Information

This report will only appear on criminal type cases only and will display additional case(s) and information for the defendant

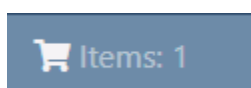
- Click the Options drop down
- Click the Additional Criminal Information hyperlink to print additional information found on criminal cases



## Billing

### Cart

- The cart will hold up to 50 documents for multiple cases
- Click on the “Cart” icon in the upper right-hand corner to check out



- All documents added to the cart are displayed along with the total owed
  - Charges limited to a per document charge of .10 per page with a maximum of \$3 per document
- If you are an abstractor or party to the case, the cost of the document would display as Exempt

UNDELIVERABLE COLLECTIONS LETTER	1	Exempt	Remove
----------------------------------	---	--------	--------

- If you are not an abstractor or party to the case, the cost of the documents will be displayed in the total section.
- Click the “View Cart”

## Cart

		Search: <input type="text"/>	
Case Number	Name	Pages	Price
	MOTION FOR DELAY AND ORDER	1	\$0.10
	MOTION FOR DELAY AND ORDER	1	\$0.10
Showing 1 to 2 of 2 entries			
Total			\$0.20

- All documents are displayed and can be removed by clicking the remove hyperlink
- Click the "Continue to Checkout"

## Purchase with Credit Card

- Enter Credit Card information

<div>Credit Card</div> <div>Credit Account</div>	<div>Card Number</div> <div>4011 1111 1111 1111</div> <div>Expiration Date</div> <div>1 (Jan) 2020</div> <div>Security Code</div> <div>1234</div> <div>Name On Card</div> <div>TEST USER</div> <div>Billing Address</div> <div>123 TEST WAY</div> <div>City</div> <div>PIERRE</div> <div>State</div> <div>South Dakota</div> <div>Zip Code</div> <div>57501</div> <div>Client ID</div> <div>123456789 9/50</div> <div>Continue</div>	<div>Documents</div> <div>Cost</div> <tr><td>2</td><td>\$0.20</td></tr> <tr><td>Item Total</td><td>\$0.20</td></tr> <tr><td>Total</td><td>\$0.20</td></tr>	2	\$0.20	Item Total	\$0.20	Total	\$0.20
2	\$0.20							
Item Total	\$0.20							
Total	\$0.20							

- Option to enter a Client ID for reporting/billing purposes
  - 50-character limit
  - Counter displays to the right of the field with character count

## Client ID

This is a test to display the character counter	47/50
---	-------

- Click Continue
  - You will have a chance to review your purchase
- Confirm your purchase
- Click Checkout
- Receipt will be emailed

Thank you for your order.

Receipt Number: 858

✉ You will receive an email confirmation shortly at FAKE.ATTORNEY@GMAIL.COM

Your documents are being processed. Click the Library button to view your documents.

Case Number	Name	Pages	Price
49CRI17-000654	MOTION FOR DELAY AND ORDER	1	\$0.10
49CRI17-000654	MOTION FOR DELAY AND ORDER	1	\$0.10
Item Total			\$0.20
			Total \$0.20

View Library

Continue Searching

## Purchase with Credit Account

- Click the Credit Account Tab
- Select the credit account to bill

Credit Card

Credit Account

Select Credit Account

fake.attorney@gmail.com (\$10.00)

Amount that is available in account

Client ID

123456 6/50

Continue

Documents	Cost
2	\$0.20
Item Total	\$0.20
Total \$0.20	

- Client ID field is optional
- Click Continue
- Verify Credit Account
- Click Continue
- Confirm the information

Cart Checkout **Confirm** Receipt

🔒 Our checkout process is fully encrypted to ensure all personal and financial information is kept safe and secure.

Credit Account

nancy.attorney@test.com

Account being billed

Client ID

12345

Checkout

**Refund Policy** - We do honor requests for refunds where the product or service is not-as-described. A request based on this reason is satisfied on a case by case basis with the UJS reserving full discretion to make the determination whether a refund is appropriate. Requests for a refund are accepted within the period of 7 days after the document download is requested. Please note that our eCourts Support Team is ready to provide you with timely and efficient professional assistance. We will attempt to find the best convenient solution for your inquiry. Please allow 2 business days for a response to your inquiry. The eCourts Support team is available Monday thru Friday from 8:00AM - 5:00PM CST (excluding Holidays) via email at [UJSecCourtsSupport@ujis.state.sd.us](mailto:UJSecCourtsSupport@ujis.state.sd.us).

Item	Cost
Document Purchase	\$0.30
Item Total	\$0.30
Total \$0.30	

Documents can be purchased at \$0.10 per page with a \$3.00 maximum per document. Purchased documents will be downloaded to your Library within the next few minutes and available to view for 7 days.

- Click Check out
- Receipt will be emailed

## Thank you for your order.

Receipt Number: 860

✉ You will receive an email confirmation shortly at FAKE.ATTORNEY@GMAIL.COM

Your documents are being processed. Click the Library button to view your documents.

Case Number	Name	Pages	Price
49CRI17-000123	UNDELIVERABLE COLLECTIONS LETTER	1	\$0.10
49CRI17-000123	UNDELIVERABLE COLLECTIONS LETTER	1	\$0.10
Item Total			\$0.20
			Total \$0.20

→ If the credit account does not enough funds in it to cover the purchase, user will receive error message when purchasing

Not enough funds in the credit account.

Credit Account


Test.User@ujs.state.sd.us

## Library Tab

View documents and see purchased documents

- Purchased documents will remain in your library 7 days
- Click the carrot next to the Receipt ID to view the status of your document
- If the document is in a “pending” view, Press F5 or click on the Library tab to refresh
- Document now displays “View”
- Click on view link to access the document

## Library

05/10/2018 - ReceiptID: 91 

View

7/24/2017

1 BENCH WARRANT - RETURN SERVED

→ How documents display and print is dependent on the browser and system settings

**NOTE: DOCUMENTS ARE AS CURRENT AS THE CASE. IF THE CLERK UPDATES THE DOCUMENT AFTER PURCHASE, THE DOCUMENT WILL NEED TO BE REPURCHASED.**

## Account Dropdown

### Library

→ Displays the same information as the Library Tab

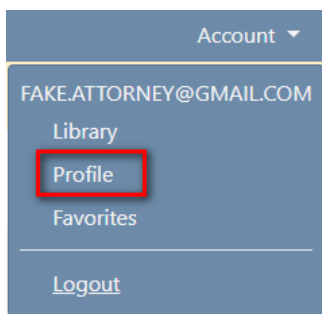
### Profile

#### Funding a Credit Account

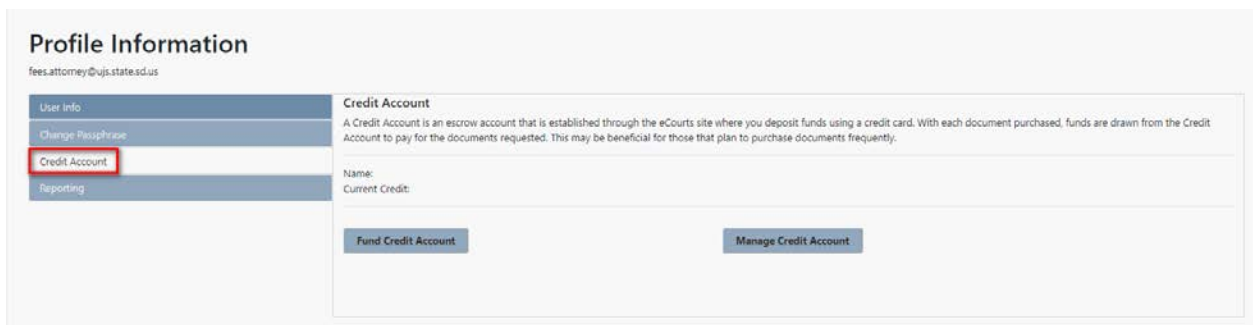
Credit Account must be maintained by a Credit Account Manager who also must be a registered user. A Credit Account Manager can only manage one credit account. A user can be associated to 5 credit accounts. A credit account can have 10 users associated to a credit account.

→ Click on Account dropdown

→ Click Profile



→ Click Credit Account



→ Click Fund Credit Account

- You cannot set up an account without funding it
- Must select amount of \$10, 25, 50, 100 from the dropdown
- Person creating/funding the account will be the account Manager

## Profile Information

fees.attorney@ujs.state.sd.us

User Info	<b>Credit Account</b> A Credit Account is an escrow account that is established through the eCourts site where you deposit funds using a credit card. With each document purchased, funds are drawn from the Credit Account to pay for the documents requested. This may be beneficial for those that plan to purchase documents frequently.
Change Password	
Credit Account	
Reporting	

Name:  
Current Credit:

[Fund Credit Account](#) [Manage Credit Account](#)

- Select an amount to add to the credit account
- Enter the Credit Card and Billing Information

Our checkout process is fully encrypted to ensure all personal and financial information is kept safe and secure.

Credit Account: fees.attorney@ujs.state.sd.us

Please select an amount to add to the credit account:  
\$10


### Payment Information

Card Number  
4111 1111 1111 1111

Expiration Date  
7 (Jul) 2019

Security Code  
123

Name On Card  
Test User

 Accepted cards

### Billing Information

Billing Address  
123 Test Way

City  
Pierre

State  
South Dakota

Zip Code  
57501

[Continue](#)

**Refund Policy** - We do honor requests for refunds where the product or service is not-as-described. A request based on this reason is satisfied on a case by case basis with the UJS reserving full discretion to make the determination whether a refund is appropriate. Requests for a refund are accepted within the period of 7 days after the document download is requested. Please note that our eCourts Support Team is ready to provide you with timely and efficient professional assistance. We will attempt to find the best convenient solution for your inquiry. Please allow 2 business days for a response to your inquiry. The eCourts Support team is available Monday thru Friday from 8:00AM - 5:00PM CST (excluding Holidays) via email at [UJSecourtsSupport@ujs.state.sd.us](mailto:UJSecourtsSupport@ujs.state.sd.us).

- Click Continue
  - Review Information

## Fund Credit Account - Confirmation

Please review all information before continuing.

Our checkout process is fully encrypted to ensure all personal and financial information is kept safe and secure.

Credit Account  
fees.attorney@us.state.sd.us

Card Number  
4111111111111111

Expiration Date  
07/19

Security Code  
123

Name On Card  
Test User

Billing Address  
123 Test Way

City  
Pierre

State  
SD

Zip Code  
57501

Checkout

**Refund Policy** - We do honor requests for refunds where the product or service is not-as-described. A request based on this reason is satisfied on a case by case basis with the US reserving full discretion to make the determination whether a refund is appropriate. Requests for a refund are accepted within the period of 7 days after the document download is requested. Please note that our eCourts Support Team is ready to provide you with timely and efficient professional assistance. We will attempt to find the best convenient solution for your inquiry. Please allow 2 business days for a response to your inquiry. The eCourts Support team is available Monday thru Friday from 8:00AM - 5:00PM CST (excluding Holidays) via email at [USaCourtsSupport@us.state.sd.us](mailto:USaCourtsSupport@us.state.sd.us).

Item	Cost
Fund Credit Account	\$10.00
<b>Item Total</b>	<b>\$10.00</b>
<b>Total \$10.00</b>	

Upon approval, this amount will be added to your Credit Account that can later be used to purchase documents at \$0.10 per page with a \$3.00 maximum per document.

- Click Checkout
- Receipt will be emailed to the email used to register

**NOTE: ACCOUNT NUMBER IS THE EMAIL USED TO REGISTER**

Thank you for your order.

Receipt Number: 859

Credits have been deposited into your account.

You will receive an email confirmation shortly at [FAKE.ATTORNEY@GMAIL.COM](mailto:FAKE.ATTORNEY@GMAIL.COM)

Item	Cost
Fund Credit Account	\$10.00
<b>Item Total</b>	<b>\$10.00</b>
<b>Total \$10.00</b>	

Start Searching

View Account

- Clicking View Account will take you back to your Profile Information page

## Manage Credit Account/Add Users

- Click Account dropdown
- Click Profile
- Click Credit Account
- Click Manage Credit Account



## Profile Information

fees.attorney@ujs.state.sd.us

User Info	<b>Credit Account</b>
Change Password	A Credit Account is an escrow account that is established through the eCourts site where you deposit funds using a credit card. With each document purchased, funds are drawn from the Credit Account to pay for the documents requested. This may be beneficial for those that plan to purchase documents frequently.
Credit Account	Name:
Reporting	Current Credit: \$10.00
	<a href="#">Fund Credit Account</a> <a href="#">Manage Credit Account</a>

## Manage Credit Account

[Back](#)

**Account Name:**

[Edit Account Name](#)

Accounts listed below will have access to use funds from this Credit Account. To give a user access click the 'Add New User' link below the list.

[Add New User](#)

## Financial Report

**Transaction Dates** (Leave blank for all dates)

mm/dd/yyyy to mm/dd/yyyy

[Run Report](#)

- Click Edit Account Name to add/edit an account name
- Click the Update Account Name to save changes
- Click Add New User to associate users to the credit account
  - This will allow users to utilize the credit account
- Add the email of the user you would like to add to the credit account
  - New user does not have to be registered with eCourts to be added to a credit account
- Click Add New User Access

Accounts listed below will have access to use funds from this Credit Account. To give a user access click the 'Add New User' link below the list.

[Add New User](#)

### New User Access

Email:

fees.attorney@ujs.state.sd.us

[Add New User Access](#)

- You can remove users by clicking the remove or continue to add new users
  - Account Managers will need to remove users if they leave the firm or no longer associated to their email used to register

## Manage Credit Account

Success. fees.attorney@ujs.state.sd.us added to Credit Account access.

Account Name: Nancy's Test Account

[Edit Account Name](#)

Accounts listed below will have access to use funds from this Credit Account. To give a user access click the 'Add New User' link below the list.

Email	Add Date	
fees.attorney@ujs.state.sd.us	3/4/2019 8:48:44 AM	<a href="#">Remove</a>

[Add New User](#)

→ Adding more than 10 users will result in an error

## Manage Credit Account

Too many users tied to Credit Account. Max 10

*NOTE: Users can be added to a credit account that may not have registered yet. However, all users must register to access eCourts.*

### Account Manager of Credit Account Needs to be Changed

- Notify eSupport at [UJSeCourtsSupport@ujs.state.sd.us](mailto:UJSeCourtsSupport@ujs.state.sd.us)
  - Provide the Credit Account Managers name and email address that needs to be changed
    - **Credit Account Manager cannot be changed**
  - All credit will be refunded
  - New Credit Account will need to be set up with new Account Manager

### Financial Report for Credit Accounts

View all transactions for the credit account.

- Enter the dates for the report
  - Leave dates blank to return all dates
- Click run report

# Manage Credit Account

[Back](#)

**Account Name:**

[Edit Account Name](#)

Accounts listed below will have access to use funds from this Credit Account. To give a user access click the 'Add New User' link below the list.

[Add New User](#)

## Financial Report

**Transaction Dates** (Leave blank for all dates)

02/01/2019



to

03/11/2019



**Run Report**



## South Dakota Unified Judicial System eCourts

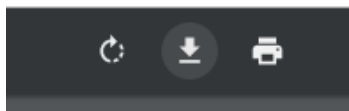
### Credit Account

Credit Account: Nancy's Test Account( nancy.attorney@test.com )



Receipt Number	Custom Receipt	Name	Transaction Date/Time	Transaction Amount
926		nancy.attorney@test.com	3/4/2019 8:26:51 AM	\$100.00
927	12345	nancy.attorney@test.com	3/4/2019 9:47:10 AM	(\$0.30)
936	TEST123456	fees.attorney@ujs.state.sd.us	3/11/2019 1:42:49 PM	(\$0.40)
941	TEST123456	fees.attorney@ujs.state.sd.us	3/11/2019 2:18:13 PM	(\$0.30)
<b>Total</b>				<b>\$99.00</b>

→ Click the PDF tools to download to your computer or to print



→ To request a refund, disperse a credit account, or change the account manager, you will need to contact [UJSeCourtsSupport@ujs.state.sd.us](mailto:UJSeCourtsSupport@ujs.state.sd.us)

## Credit Account Balance

- Click Account dropdown
- Click Profile
- Current credit display in the Current Credit field

## Profile Information

nancy.attorney@test.com

User Info	<b>Credit Account</b>
Change Passphrase	A Credit Account is an escrow account that is established through the eCourts site where you deposit funds. When you purchase documents, funds are drawn from the Credit Account to pay for the documents requested. This means you do not need to pay for documents frequently.
Credit Account	<div>Name: Current Credit: \$100.00</div> <div>Fund Credit Account</div> <div>Manage Credit Account</div>

## Favorites

- Will display the cases marked as favorites
- Click the remove hyperlink to remove the case from favorites

### Favorites

Show 25 entries

Search:

Case Number	Style	Status	File Date	County Name	
	STATE OF SOUTH DAKOTA vs.	Terminated	1/6/2017	Minnehaha	<a href="#">Remove</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

## Help

Click on the “Help” hyperlink to display a FAQ document, User Manual, a link to the Clerk of Courts Offices, Issue Reporting Template, Refund Policy and link to Register for eCourts Webinar Training

## Contact Us

Click on the “Contact Us” hyperlink to email UJSeCourtsSupport

- To contact UJS, please send an email to: [UJSeCourtsSupport@uj.s.state.sd.us](mailto:UJSeCourtsSupport@uj.s.state.sd.us)
  - Available 8-5 CST on UJS days of business
- Include the following information in your email:
  - Your Name
  - Best contact phone number
  - Case number or Name (if applicable)
  - Attach the completed Issue Reporting Template found in the “Help” section
- Contact the appropriate Clerk of Courts Office for questions on case data

## Reports

- Click on Account
- Select Profile
- Click Reporting

**Profile Information**  
Nancy.attorney@test.com

[User Info](#)  
[Change Password](#)  
[Credit Account](#)  
[Reporting](#)

**Account Reporting**  
Provides a list of all transactions that were posted for a given date range. Leave the date range blank to retrieve all transactions.  
**Transaction Dates**  
 to   
**Type**  
☒ Credit Card ☒ Credit Account  
[Run Report](#)

- The Accounting report will provide a list of all transactions that were posted for a given date range.
  - Leave the date fields blank to retrieve all transactions
- Select Type
  - Select one report or both
- Click Run Report



### South Dakota Unified Judicial System eCourts

#### User Transactions

User: nancy.attorney@test.com



Receipt Number	Custom Receipt	Transaction Info	Transaction Date/Time	Transaction Amount
926		Mastercard XX3330	3/4/2019 8:26:51 AM	(\$100.00)
		Nancy's Test Account	3/4/2019 8:26:51 AM	\$100.00
927	12345	Nancy's Test Account	3/4/2019 9:47:10 AM	(\$0.30)
928	123456	Mastercard XX3330	3/4/2019 11:40:20 AM	(\$0.30)

- Click the PDF tools to download to your computer or to print

