

## *SCAO exists to:*

- Assist in the formulation of fundamental policies, principles, and standards for court administration in South Dakota including initiating, researching, developing, implementing, and evaluating proposed policies, principles, and standards
- Facilitate cooperation, consultation, and exchange of information by and among the circuit courts, within the State Administrative Office, the Supreme Court, and with national, state, local offices and organizations directly concerned with court administration, including tribal entities
- Foster the use of the principles and techniques of modern management in the field of court and judicial administration
- Endeavor to improve administrative practices and procedures in, and to increase the efficiency and effectiveness of, all state courts in South Dakota

## *We will partner with others and provide leadership to:*

- Ensure equitably distributed resources
- Ensure availability of current technology
- Provide a fair and equitable human resources system
- Develop and implement improved court processes
- Collect and provide information on and for the courts
- Manage and account for the collection of revenue
- Ensure sound financial, budget and procurement practices of court resources
- Provide administrative, technical, and educational support for the courts
- Maintain positive and productive liaison with other branches of government

## *Contact Us*

If you have questions or need additional information, please contact us at:

SD Unified Judicial System  
500 E Capitol Avenue  
Pierre, SD 57501  
(605) 773-3474 (Phone)

You may also visit our website at:  
<http://ujs.sd.gov/>



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*South Dakota  
Unified  
Judicial  
System*



*State  
Court  
Administrator's  
Office*

# Office of the State Court Administrator

Under supervision of the Chief Justice, who is the administrative head of the Unified Judicial System, the State Court Administrator is the non-judicial officer who implements the rules and policies of the Supreme Court as they apply to the operation and administration of the courts and is the liaison between the judicial branch and the other branches of state and local government. To ensure efficient and responsive operation, the State Court Administrator's Office provides centralized administrative assistance and support services to the entire Unified Judicial System through the following five divisions.

*Patricia Duggan, State Court Administrator*

## Human Resources

This office is responsible for administering position, salary classification, compensation, and recruitment/retention functions and the development of personnel rules, policies and procedures. The office provides guidance and support on all personnel issues to the circuits and the state court office. The office is also responsible for the development and training of all judicial officers and non-judicial functions.

*Beth Urban, Director*

## Information and Technology

This office provides networking services, support and training to judicial workstations statewide, including connectivity from the desktop to multiple computing platforms and environments. This office also creates and maintains information systems that support the case management functions of the Unified Judicial System.

*Kent Grode, Director*

## Budget and Finance

This office develops the annual budget request and oversees the approved budget, provides technical assistance to the circuit courts of the state regarding an automated accounting system, operates payroll and oversees purchasing functions.

*Janet Borchard, Director*

## Trial Court Services

This office provides a wide range of support services to the circuit courts of the state and the State Court Administrator. This office provides direction on issues relating to adult and juvenile probation and adult and juvenile interstate compact requirements. This office also provides support to circuit court services staff and clerk of court staff and assists in ensuring consistency amongst the circuits.

*Nancy Allard, Director*



## Policy and Legal Services

This office provides legal services, information and analysis in support of UJS employees and programs while seeking to increase the public's trust and confidence in the judiciary through proactive legislation, public relations and policy development.

*Greg Sattizahn, Director*

