

ATTORNEY NOTIFICATION USERS MANUAL

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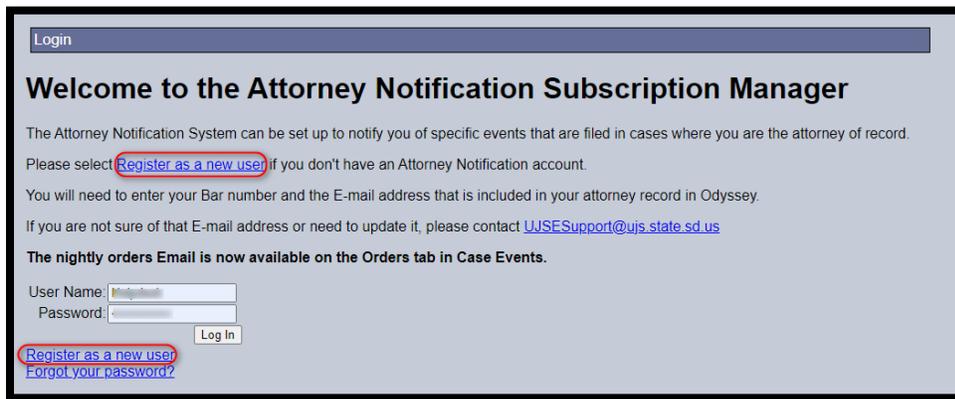
What is the SD UJS Attorney Notification System

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 user must be added as the Attorney of record. 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>

Registering

If you have not requested to be added to the UJS Case Management system (Odyssey), please notify UJS eSupport at UJSESupport@uj.s.state.sd.us prior to registering

- Attorney must have a South Dakota Bar number and be an active member of the South Dakota State Bar
- To register as a new Attorney, go to <https://uj.sattorney.sd.gov>
- Click on either of the “Register as a New User” hyperlinks



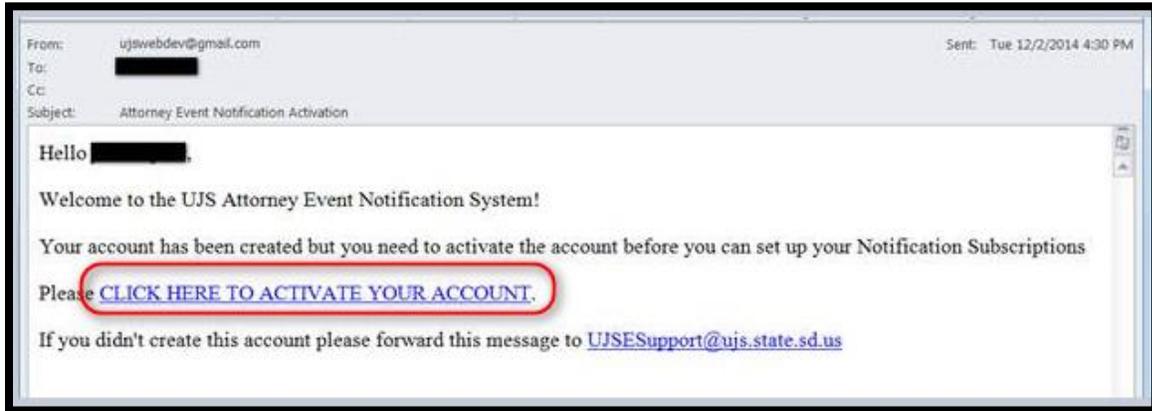
The screenshot shows the login page for the Attorney Notification Subscription Manager. At the top, there is a "Login" header. Below it, the title "Welcome to the Attorney Notification Subscription Manager" is displayed. The page contains several paragraphs of text: "The Attorney Notification System can be set up to notify you of specific events that are filed in cases where you are the attorney of record. Please select **Register as a new user** if you don't have an Attorney Notification account. You will need to enter your Bar number and the E-mail address that is included in your attorney record in Odyssey. If you are not sure of that E-mail address or need to update it, please contact UJSESupport@uj.s.state.sd.us. The nightly orders Email is now available on the Orders tab in Case Events." Below the text are input fields for "User Name:" and "Password:", a "Log In" button, and two links: "Register as a new user" and "Forgot your password?". The "Register as a new user" link is circled in red.

- Username will be the email that is registered in Odyssey
 - Your bar number, address and email address must match what you have listed with the State Bar
- The password must be at least 7 characters in length and contain 1 number and 1 special character
- Create a Security Question
 - You **cannot** use punctuation in the Security Field
- Click the “Create User” button

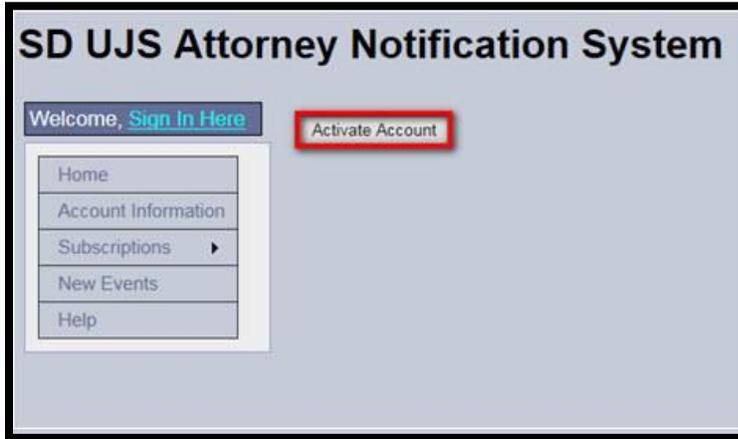


The screenshot shows the registration form titled "You must use the Email Address that is Registered with UJS". It includes the following fields: "Username:" with the value "username"; "Password" and "Confirm Password" both masked with dots; "Security Question" with a dropdown menu showing "What was the name of your first pet" and a "No punctuation" warning box; "Security Answer" with the value "Fido"; "Email Address" with the value "John.Adams@attorney.com"; and "Bar Number" with the value "BAR1". At the bottom, there are three buttons: "Create User", "Cancel", and "Clear".

- Once you have clicked the “Create User” button, you will receive an email asking you to activate your account
 - The email will go to the email account used to register
- Click on the “CLICK HERE TO ACTIVATE YOUR ACCOUNT” hyperlink in the email

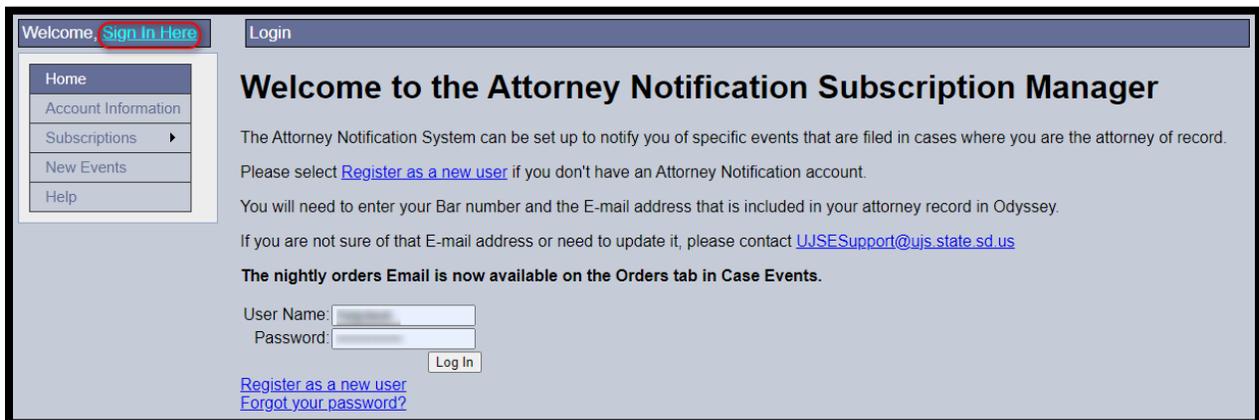


- Click the “Activate Account” button on the SD UJS Attorney Notification System screen



Signing In:

- To sign in, click the “Sign in Here” hyperlink



- In the User Name field, enter the email address used to register
- In the Password field, enter the password
- Click “Log In”



A screenshot of a login form. It features two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a 'Log In' button, which is highlighted with a red oval.

Notification Requirements

- Attorney must be listed as an active Attorney on the Odyssey case; if they have a removal reason they will not be notified
- Attorney must have an account and have subscriptions setup for Hearings and/or Events; if they are not subscribed to the event or hearing type, they will not receive notification
- **Events**
 - Must be marked Docketable
 - Must have been **added** in the previous hour
 - The only time an updated event will be sent is if it contains one of these five key words: judgment, decree, writ, warrant, order
 - Deleted events will not be sent
- **Hearings**
 - Any hearing, with a future hearing date, that was added in the previous hour
 - Updates are only sent for canceled, rescheduled or continued hearings
 - Deleted hearings will not be sent

Signing up for Event Notifications

To receive notifications on Events and Hearings that are filed in cases, you **MUST** select the events or hearing types you wish to be notified on. To receive the notifications, the user must be the Attorney of record on the case

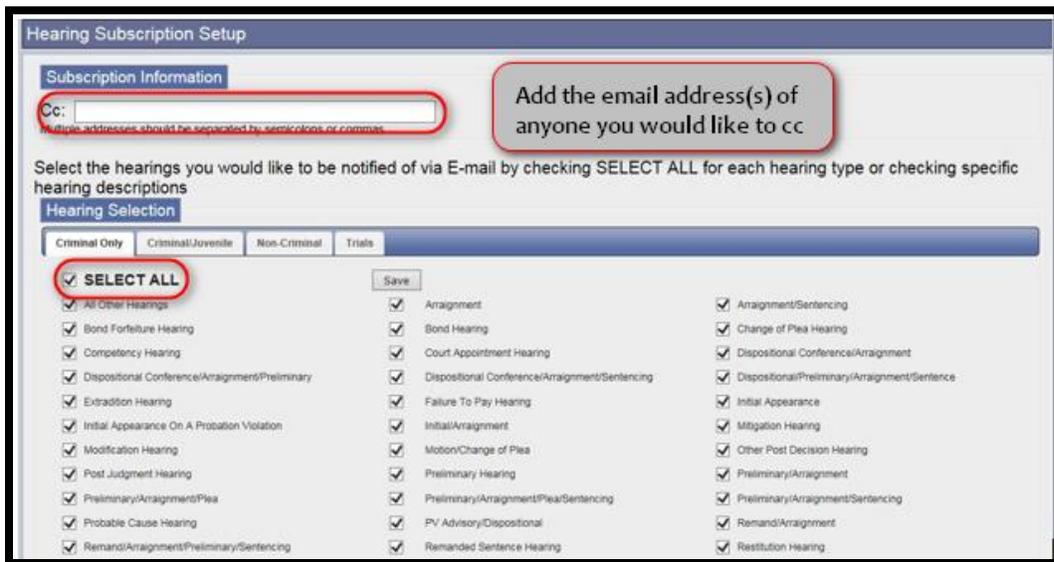
- Hover your mouse over the “Subscriptions” hyperlink
- Select Case Events



Events are grouped into several different categories such as Order, Notices, Motions etc



- Within each tab, all Events that the Clerk of Courts can enter on a case are visible
- Select the events that you wish to receive notification on
 - Clicking "SELECT ALL" will select all the events on the tab
 - This must be done on each tab
 - You must be listed as the Attorney of record on the case to receive notifications for the Events selected
- Click "SAVE" at the top or bottom of the page to save your selections (see screen shot below)



Signing up for Hearing Notifications

To receive notifications on Events and Hearings that are filed in cases, you **MUST** select the Events or Hearing types you wish to be notified on. To receive the notifications, you must be the Attorney of record on the case

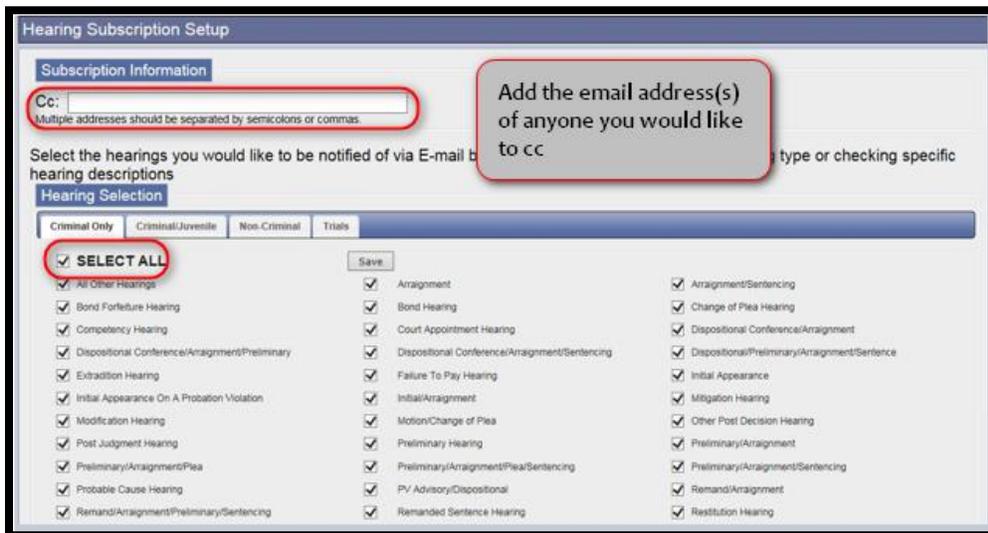
- Hover your mouse over the "Subscriptions" hyperlink
- Select Hearings



Hearings are grouped into several different categories such as Criminal, Non-Criminal etc.



- Within each tab, all hearings that the Clerk of Courts can enter on a case are visible
- Select the hearings that you wish to receive notification on
 - Clicking “SELECT ALL” will select all the hearings within the tab
 - This must be done on each tab
 - The user must be listed as the Attorney of record on the case to receive notifications on the hearings selected
- Click “SAVE” at the top or bottom of the page to save your selections



Signing up for Nightly Orders Email

Signing up for the Nightly Orders email will provide you with an email on a nightly basis containing notification of any of the “Order” event(s) that you selected under the Case Event Subscription section. The nightly email works the same as the hourly email and you must be listed as the Attorney of record on the case to receive notifications of events.

- To receive this additional email, go to the Case Event Subscripts
- Click on the Orders Tab
- Check the “Receive Nightly Orders Email” box



CCing Another Person

You can cc one or more people on the notification emails

- Include their email address(s) in the CC field
 - Multiple addresses need to be separated by semicolons or commas



Case Event Subscription Setup

Subscription Information

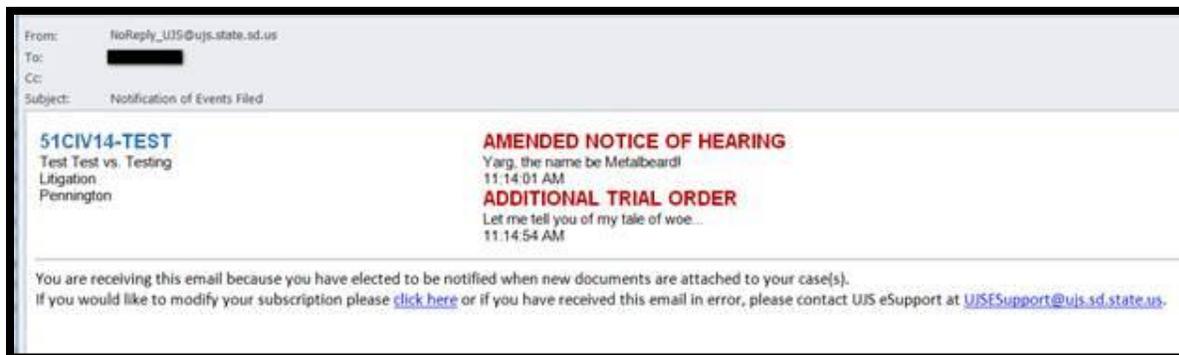
Cc: John.Doe@yahoo.com;Jane.Doe@yahoo.com
Multiple addresses should be separated by semicolons or commas.

Receiving Notifications

Once you have signed up for Notifications, an email will be sent to you and any person you added in the cc field when the Clerk of Court adds the Event and/or Hearing, **that you selected to receive**, on a case. Reminder that you must be added as the Attorney of record on the case to receive notifications

- If the Clerk does not have you added as the Attorney of record on the case in Odyssey, you will not receive a notification
- If the Clerk has added you as the Attorney of record on a case, you will receive the notification emails unless you are removed from the case
- If you feel you were not added or added incorrectly on a case, please contact the Clerk of Courts office to rectify the issue
- To add or remove Events or Hearings, add or delete the Events or Hearings checked within the tabs
- When new events are added to Odyssey you will be notified via email that you will need to select these events if you wish to receive notifications

Example of Notification Email for Events



From: NoReply_UJS@ujs.state.sd.us
To: [REDACTED]
Cc:
Subject: Notification of Events Filed

51CIV14-TEST
Test Test vs. Testing
Litigation
Pennington

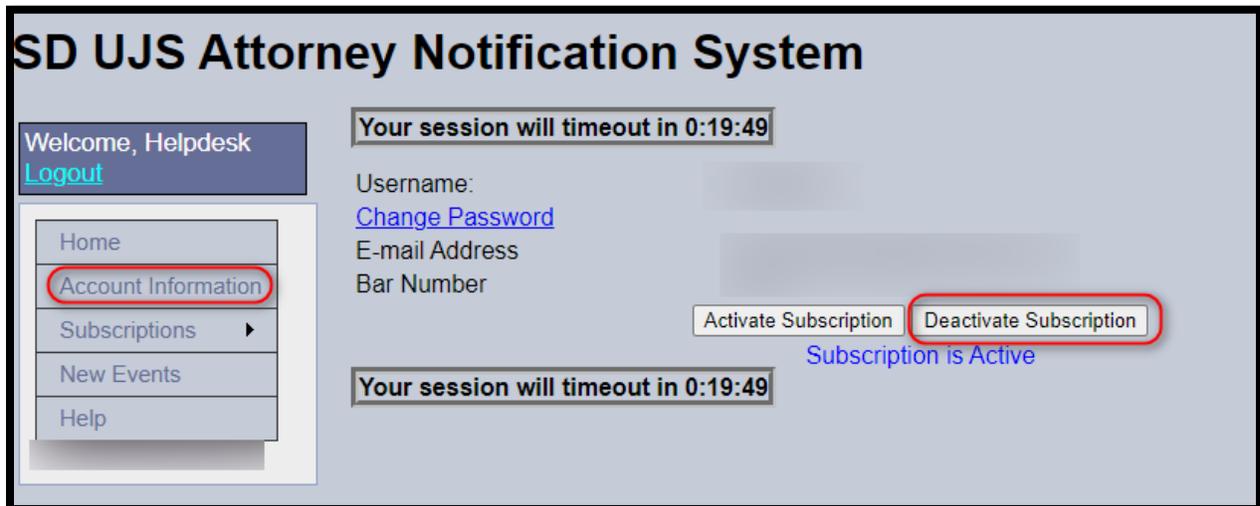
AMENDED NOTICE OF HEARING
Yarg. the name be Metalbeard!
11:14:01 AM

ADDITIONAL TRIAL ORDER
Let me tell you of my tale of woe...
11:14:54 AM

You are receiving this email because you have elected to be notified when new documents are attached to your case(s).
If you would like to modify your subscription please [click here](#) or if you have received this email in error, please contact UJS eSupport at UJSESupport@ujs.sd.state.us.

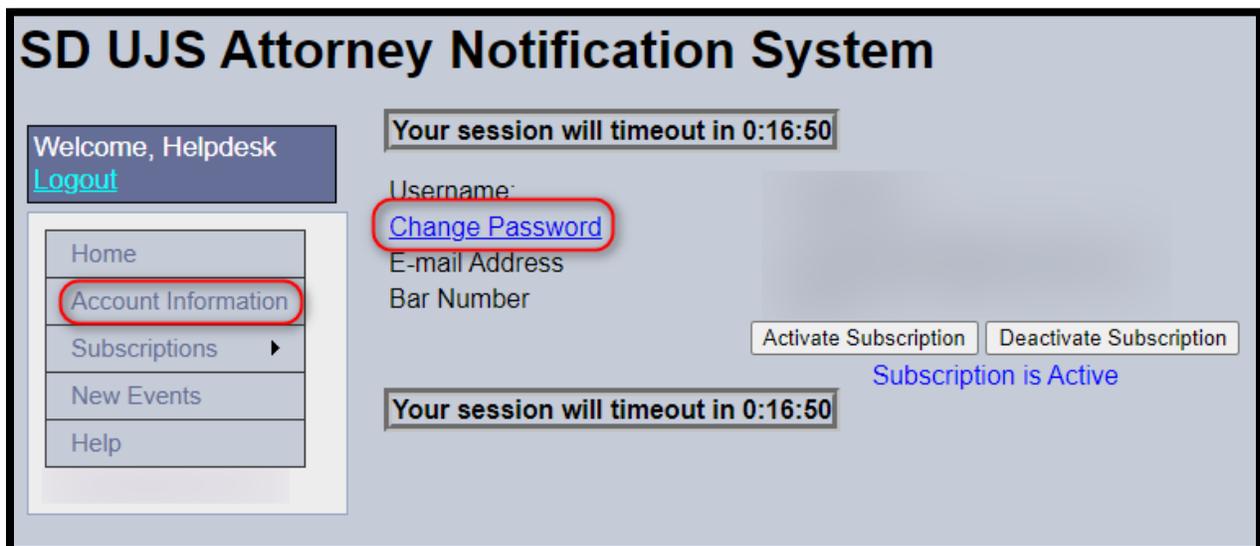
Deactivating your Subscription

- Log in
- Click on the “Account Information” link
- Click on Deactivate Subscription



Update Password

- Log in
- Click on “Account Information”
- Click the “Change Password” hyperlink



Email Address Change

- If your email addresses changes, notify ujseSupport@uj.s.state.sd.us with your current email address and your new email address
 - Make sure you have notified the State Bar and email address has been updated prior to contacting UJS

Viewing Documents

If you are the Attorney of record on the case, you can view open case types and open documents in eCourts located at <https://ecourts.sd.gov>

- If you are the Attorney of record on a case and you cannot view the documents, please notify the Clerk of Courts
 - UJS eSupport cannot add you or remove as Attorney of record