

UJS provided Public Access Record Search

**Public
Access
Record
Search**
Frequently
Asked
Questions

Topics Covered

General.....	3
What is the Public Access Records Search (PARS) System?.....	3
What if I want a civil records report?	3
What information is required to perform a search?	3
Is a date of birth required for a PARS search?	3
What if the last name only has 2 characters?.....	3
What is the source for the information contained in the PARS system?	3
How do I access the PARS system?	3
Do I have to register to use PARS?.....	3
What is the benefit of registering to use PARS?	3
What is a draw down account?.....	3
How do I request a drawdown account?	4
Is support available for PARS?	4
How will I receive the results?	4
Will I receive a receipt with my results?.....	4
Are the record search results statewide or by county selection?	4
What if my search returns results for multiple individuals?.....	4
How do I get my search results after I send in a merge request?	4
How often is information in PARS updated?	4
What if I believe the information received in a PARS report is inaccurate?	4
Registered Users	5
How can I get a username and password?	5
What if I forget my password?.....	5
Does my current password expire or need to be changed periodically?	5
What if I have more than one user email that will conduct record searches, do I need to register each email?.....	5
What if I did not get a confirmation email after I registered?.....	5
Fees	5
What is the Search Fee amount?.....	5
Will I be charged \$20 if there are no results on the name being searched?.....	5
If I enter an alias name in my search, will I be charged \$20 for one search or \$40 because I have two names being searched?	5
Search Tips	6
How do I search a person with two last names, such as, Johnson-Smith?.....	6

How do I search a name with just two letters, such as, Wu? 6

General

What is the Public Access Records Search (PARS) System?

This public access records search (PARS) online portal offers criminal, domestic protection order, stalking protection order and South Dakota registered foreign protection order records to individuals and businesses for a nominal fee of \$20.

Criminal record reports are based on court records; this is not a search of arrest record information.

PARS does not contain any juvenile information or records for persons less than eighteen years old.

What if I want a civil records report?

Interested persons may request a complete civil record report by contacting the Clerk of Courts Office.

What information is required to perform a search?

Searches are based on a combination of Last Name and Date of Birth.

Is a date of birth required for a PARS search?

Yes, a Date of Birth and the first 3 characters of the Last Name are required.

What if the last name only has 2 characters?

Interested persons may request a record search report by contacting the Clerk of Courts Office.

What is the source for the information contained in the PARS system?

The information comes from Odyssey, the statewide database and case management system that collects and stores court information from South Dakota circuit and magistrate courts.

How do I access the PARS system?

To access the PARS website, go to <https://ujspars.sd.gov>.

Do I have to register to use PARS?

You do not need to register if you will be using a Credit Card. **You must have a drawdown account with the South Dakota Unified Judicial System (UJS) before you can register.** You will also need to contact the UJS PARS Support UJSPARSupport@uj.s.state.sd.us and request your company or staff emails are added to the draw down account before you can register.

What is the benefit of registering to use PARS?

Registering allows you to use a draw down account rather than enter your personal and credit card information for each search.

What is a draw down account?

A draw down account is an escrow account that is established with a clerk of court office, you deposit funds into the draw down account, with each record search performed, funds are drawn from the account to pay for the record search. This may be beneficial for those that perform a large number of searches.

How do I request a drawdown account?

You can request a drawdown account here:

<https://ujspars.sd.gov/DrawDownRequest.aspx>.

Is support available for PARS?

Yes, support is available 8:00 am CST to 5:00 pm CST, Monday through Friday.

Contact UJS PARS Support by sending an email to: UJSPARSupport@uj.s.state.sd.us.

How will I receive the results?

An email will be sent to the email address provided within the PARS site. The Record Search Report will be attached to the email as a .pdf document.

Will I receive a receipt with my results?

A receipt will be sent to the email address provided within the PARS site upon clicking the Search button. An additional email will be sent with the Record Search Report attached as a .pdf document.

Are the record search results statewide or by county selection?

The record search results in PARS are statewide, if you want to narrow the search within a particular county, you will need to contact the clerk of court office your account is assigned to or PARS support by sending an email to: UJSPARSupport@uj.s.state.sd.us.

What if my search returns results for multiple individuals?

It is possible that the search will return results for multiple persons or unique individuals in some instances. This may be the result of "alias" information or the need to merge existing court records. If a merge of court records is needed you will be prompted to submit a merge request for review by the Clerk of Courts Office.

How do I get my search results after I send in a merge request?

After PARS support receives the merge request, the party records are assessed to determine if they qualify to be merged. After the merge is completed the search is conducted and the results are sent to the requesting PARS user. If it is determined the party records cannot be merged, results from the primary party the user selected in the grid will be sent to the PARS user.

How often is information in PARS updated?

Case information is continuously updated during normal business hours, but the South Dakota Unified Judicial System 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 when a new case is entered in the system and when it appears on the search.

What if I believe the information received in a PARS report is inaccurate?

If you believe you have found inaccurate information or if you believe some information that should be included in the record search is missing, please contact the Clerk of Courts Office PARS Support Email at: UJSPARSupport@uj.s.state.sd.us.

Registered Users

How can I get a username and password?

You MUST have an active drawdown account established with the UJS.

1. Go to your PARS homepage
2. Click the Register Button
3. Enter your information on the User Registration page including your drawdown account number
4. Your email address will be your username
5. Click Save
6. An email will be generated and sent to the email address provided to verify your email

What if I forget my password?

Perform the following steps to reset your password:

1. Go to your PARS homepage
2. Click the Login button
3. Click the Forgot your Password? link
4. Enter your email address and click Send
5. An email will be generated with further instructions to change your password

Does my current password expire or need to be changed periodically?

Yes, your current password will expire after 90 days. You will be asked to change your current password to a new password if you have not changed your password in 90 days.

What if I have more than one user email that will conduct record searches, do I need to register each email?

Yes. Each person that performs a record search and utilizes their personal/professional email will need to register with PARS. If you utilize one global email for all staff to use, you only need to register the one global email.

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

Try this troubleshooting link: <http://windows.microsoft.com/en-us/outlook/not-receiving-email>

Fees

What is the Search Fee amount?

The Record Search Fee is \$20 for every name searched.

Will I be charged \$20 if there are no results on the name being searched?

Yes, a \$20 Search fee will be charged if there are no results returned.

If I enter an alias name in my search, will I be charged \$20 for one search or \$40 because I have two names being searched?

If you enter an alias name with the primary name, you will only be charged \$20. If the demographic records should be merged (you believe these to be the same individual), you must submit a Merge Request.

Search Tips

How do I search a person with two last names, such as, Johnson-Smith?

Use just the first three letters of the last name and the date of birth (DOB) when searching. After the names are populated and appear in the selection box, select the person you are looking for.

How do I search a name with just two letters, such as, Wu?

This search will need to be completed by a clerk of court, please send the search request to either your assigned clerk of court office or to the PARS support email at: UJSPARSupport@ujs.state.sd.us

What if I want to search my own name?

Record searches on yourself are considered no-fee and will need to be run by a clerk of court. You will need to fill out the record search request form and send it to the clerk of court office listed at: http://ujs.sd.gov/Self_Help_Center/recordsearch.aspx