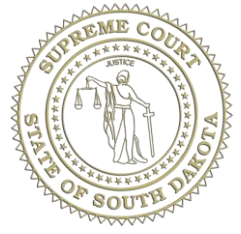




SOUTH DAKOTA UNIFIED JUDICIAL SYSTEM

File & Serve Rejection Reasons - Rev. 10/10/2025



Effective July 1, 2025, the File & Serve rejection reasons will be updated to include more detail and include the type of rejection; legal, procedural, or technical. Any questions for why a filing was rejected should be directed to the [Clerk of Courts office](#).

Rejection Reason
LEGAL - Civil filings signed by attorney must include name, address, and phone # per SDCL 15-6-11(a)
LEGAL - Does not comply with electronic filing guidelines outlined by SDCL 16-21A-2
LEGAL - Incorrect or no filing fee
LEGAL - Informal Probate requirements missing per ch. SDCL 29A-3
LEGAL - Missing statutorily required information (ex. Civil CFS, Signature, etc...)
LEGAL - Not redacted as required by SDCL ch. 15-15A.
LEGAL - Sanction Order issued directing clerk to decline filings of a particular party
PROCEDURAL - Document must be submitted as a proposed order
PROCEDURAL - Document not in English (unless it is an exhibit)
PROCEDURAL - Duplicate case or filing already exists
PROCEDURAL - Duplicate/Incorrect/Unnecessary party
PROCEDURAL - Filer requested rejection
PROCEDURAL - Filing over the counter required
PROCEDURAL - Incorrect case type
PROCEDURAL - Incorrect County or court
PROCEDURAL - Incorrect filing code
PROCEDURAL - Incorrect or missing case number
PROCEDURAL - Proposed documents should not be submitted with attachments
PROCEDURAL - Security selected does not match filing code security
TECHNICAL - All pages must be in same format (all landscape or all portrait)
TECHNICAL - Cell phone screenshots do not transmit to Odyssey
TECHNICAL - Color documents are not accepted (including document with a colored signature)
TECHNICAL - Document is upside down or incomplete
TECHNICAL - Document exceeds size limits (5MB per document and 25MB per envelope)
TECHNICAL - Obvious missing pages
OTHER - see comment