



SOUTH DAKOTA UNIFIED JUDICIAL SYSTEM

eFile & Serve Portal

for

Filers and Firm Administrators

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Electronic Filing Service Provider (EFSP) Portal

[Access the South Dakota eFile & Serve Portal \(external site, opens in new tab\)](#)

Rules and Reference Materials

- [South Dakota Supreme Court Rule 13-12 \(PDF, opens in new tab\)](#)
- [eFiling Guidelines \(PDF, opens in new tab\)](#)
- [Document Troubleshooting Guide \(PDF, opens in new tab\)](#)
- [Latest Updates \(PDF, opens in new tab\)](#)

Tyler Technology User Guides

- [Firm Administrative Guide \(PDF, opens in new tab\)](#)
- [Firm and Criminal Filing Filer User Guide \(PDF, opens in new tab\)](#)

New Firm Setup

- [New Firm Setup Checklist \(PDF, opens in new tab\)](#)

Firm Administrator Responsibilities

The Firm Administrator manages users, attorneys, and payment accounts and service contact information.

User Management

Firm Administrators are responsible for adding and removing users.

Adding a User

1. From the **Firm Management** icon, click **Firm Users**.
2. Select **Add User**.
3. Enter the user's name and email address.
4. Select the user's role.
5. Select **Save**.

- An Activation email will be sent to the new user.

Important Notes

- If the new user is an attorney, the user must also be added as a Service Contact.
- If the new user is an attorney, the user must be added in the **Attorneys** section.

Adding an Attorney

If the user is an attorney, select **Add Service Contact** during creation and complete the required fields.

(Refer to the Service Contacts section for detailed instructions.)

Service Contacts

Firm administrators are responsible for managing Service Contacts.

Detailed instructions are available in the [Tyler Technologies Firm and Criminal Filing Filer User Guide \(PDF, opens in new tab\)](#).

A Service Contact should be added for every member of the firm who can receive eService on behalf of the firm or its clients. The Service Contacts list is available to all members of your firm and is known as your firm's master list.

It is recommended that firm administrators manage the Service Contacts.

Important Notes

- Under Supreme Court Rule 13-12, registration for electronic filing constitutes written consent to electronic service of all filed documents.
- Do not add service contacts to the Public List unless they are part of your firm.

Adding a Service Contact

1. From the **Service Contact** icon or from the **Add New User/Service Contact** section, select **Add Service Contact**.
2. Complete the required fields.
3. To add the contact to the Public List, select the **Add to Public List** checkbox.
4. Select **Save Changes**.

Administrative Copy Field

- The Administrative Copy field can contain multiple email addresses separated by commas.
- When email addresses are entered into this field, a copy of the service notification will be sent to those addresses when the service contact is selected for service.
- This field may be used for support staff or additional recipients.

Service Email Notifications

Service Email notifications are sent to the selected Service Contacts and the email addresses listed in the Administrative Copies field when the filer selects Submit.

Service Contacts (Attorney)

Service Contact notifications:

- Are sent when the filer selects Submit.
- Are included as part of service tracking.
- If the filing is rejected, the Service Contact receives a Filing Rejected email.
- If the filing is accepted, no additional email is sent.

Administrative Copies (Assistant/Paralegal)

Administrative Copy notifications:

- Are sent when the filer selects Submit.
- Are not included as part of service tracking.
- If the filing is rejected, the Administrative Service recipient receives a Filing Rejected email.
- If the filing is accepted, no additional email is sent.

Important Note

If using a distribution email list, service cannot be tracked for all parties on the list. Distribution email lists are not recommended for attorneys.

Court Orders

Important: Orders issued by the court do not go through the e-filing system. Therefore, order notifications are not sent to Service Contacts or Administrative Copy recipients designated in the e-filing system.

If registered with the UJS Attorney Notification System and eCourts, you will receive a notification that an order has been signed and can then view the document through eCourts.

Attached Cases

You can view the cases associated with a Service Contact by selecting the Attached Cases icon.

When selected, the system generates an excel spreadsheet that includes the following information for each case:

- Case Number
- Case Description
- Case Location

Review the spreadsheet to identify all cases to which the selected Service Contact is attached.

Generate Report

The Service Contact Report can help administrators review and manage Service Contacts and the cases associated with them.

Generate a Service Contact Report:

1. Select Generate Report.
2. Select one or more Service Contacts.
3. Select Download Report.

The system generates an excel spreadsheet that lists:

- The selected Service Contact(s)
- The case numbers for the cases to which each Service Contact is attached

Use this report to verify Service Contact assignments and maintain accurate service information.

Payment Accounts

File & Serve requires administrators to set up at least one payment account before submitting a filing.

There are four types of payment accounts:

- Credit Card
- Bank Account
- Draw Down
- Waiver

Credit Card

- A payment service fee of 3.5% is charged when using a credit card.
- This fee is a merchant card processing fee charged by Chase.

Your account will not be charged until your filing is accepted. If you see a pending charge before acceptance, it is an authorization hold to confirm that funds are available. This allows your filing to be processed without delay.

If the filing is cancelled or rejected, the authorization hold will be released. Funds will return to your account according to your financial institution's policies (typically 3 to 10 business days).

Important Notes

- If the credit card expires, you must add a new payment account. Existing payment accounts cannot be updated.
- American Express is not accepted.
- If your card is declined, contact your credit card company or bank.

Adding a Credit Card Payment Account

1. From the Firm Management icon, select **Payment Accounts**.
2. Select **Add Account**.
3. Enter an **Account Name**.
4. Select **Credit Card** as the Payment Type.
5. Select **Enter Information**.
6. Select the **Credit Card** option as the Method of Payment.
7. Select the card type (Discover, Mastercard or Visa).
8. Enter the card information.
9. Enter the cardholder information:
 - a. The name must be 30 characters or fewer (including spaces).
 - b. Do not use special characters.
10. Select **Continue**.
11. Select **Save Changes**.

Bank Account

- A payment service fee of \$0.25 per transaction is charged when using a bank account.
- The transaction is not authorized until the filing is accepted by the clerk.

Important Notes

- If there are insufficient funds in your eCheck account, the clerk will send a notice.
- Filing fees must be paid within 30 days.
- A \$40 non-sufficient funds (NSF) fee will be applied (SDCL 57A-3-422).

Adding a Bank Account Payment Account

1. From the **Firm Management** icon, select **Payment Accounts**.
2. Select **Add Account**.
3. Enter an **Account Name**.
4. Select **Bank Account** as the Payment Type.
5. Select **Enter Information**.
6. Select the **e-Check** option as the Method of Payment.
7. Select the account type (Checking or Savings).
8. Enter and verify the following:
 - a. Account Number
 - b. Routing Number
9. Enter the **Name on Account**:
 - a. Maximum 30 characters (including spaces)
 - b. Do not use special characters
10. Enter the billing address.
11. Select **Continue**.
12. Verify the information is correct.
13. Select **Save Information**.

Draw Down Account

A draw down account must be set up for each county. There is no payment service fee for draw down accounts.

Important Notes

- Use “draw down” in the account name.
 - Example: Hughes County Draw Down
- Account Type will automatically populate as Draw Down.
- Each Draw down account must be assigned to a specific county.

Adding a Draw Down Account

1. From the Firm Management icon, select **Payment Accounts**.
2. Select **Add Account**.
3. Enter an **Account Name**.

4. Select **Draw Down** as the Payment Type.
5. Enter the Draw Down Account Number (example 1234-32, account number-county code).
6. Select **Edit Locations**.
7. Select the appropriate county box.
8. Select **Done**.
9. Select **Save**.

Viewing Draw Down Account Balance

1. Locate the desired draw down account.
2. Select the View **Draw Down Information** icon.
3. Select **Close** to return to Payment Accounts.

Important Note

If you do not have a draw down account establish with the UJS, one can be requested by emailing UJSeSupport@uj.s.state.sd.us.

Waiver Account

Pursuant to [SDCL 16-2-29 \(PDF, opens in new tab\)](#), the State of South Dakota, any foreign state, the federal government or its officers, boards, agencies, and commissions, or its political subdivisions are exempt from the filing fee requirement.

Waiver Accounts are limited to:

- Government entities
- Court-appointed attorneys in criminal cases

Important Note

New cases requesting a waiver of filing fees must be filed over the counter with the Clerk of Court.

Adding a Waiver Account:

1. From the **Firm Management** icon, select **Payment Accounts**.
2. Select **Add Account**.
3. Enter an **Account Name**.
4. Select **Waiver** as the Payment Type.
5. The Payment Account Type will automatically populate as Waiver.
6. Select **Save**.

User Account

In the User Profile, users can update their password, manage notification selections, enable or disable hot keys, and select favorites and defaults.

Password

Passwords are case-sensitive and must include:

- At least eight characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number or symbol (such as !@\$%)

If you are locked out of the system, contact your firm administrator to reset your password.

Filer Email Notifications

Users can choose email notification preferences to receive filing updates.

Notification types include:

- Submitted
- Accepted
- Rejected
- Service Undeliverable
- Submission Failed

Managing Notification Preferences

1. Open the User Profile drop-down menu.
2. Select **Profile**.
3. Select **Email Notifications**.
4. Select the checkboxes for the notifications you want to receive.
5. Select **Save**.

Important Notes

- Accepted and Rejected notifications may include comments from the clerk.
- Email notifications are sent from no-reply@efilingmail.tylertech.cloud.
- To help ensure delivery, allow no-reply@efilingmail.tylertech.cloud and IP address 208.64.239.76 in your organization's email system or spam filter.
- Notification emails are sent only to the user who submits the envelope. To share notifications with other members of your firm, create an email rule to forward or distribute the notifications.

Preferences

Users can turn hot keys on or off.

To view keyboard shortcuts:

- Select the question mark icon dropdown in the upper right-hand corner.
- Select Keyboard Shortcuts.

Hot keys can also be enabled or disabled from this menu.

Favorites and Defaults

Users can select favorites and defaults to streamline case filing.

Available categories include:

- Location
- Categories
- Case Types
- Filing Codes
- Payment Accounts
- Filer Types (not used)

For detailed information, see the [Favorites and Defaults \(PDF, opens in new tab\)](#)

eFiling Information

Case Number Formats

Enterprise Justice-Initial Cases

- 13-digit format: CCTTTY-XXXXXX

Components:

- CC = County Code
- TTT = Case Type (CIV, CRI, MAG, SMC, etc.)
- YY = Year Filed
- XXXXX = Case Number

Examples:

51CRI14-000123 = Pennington County criminal case filed in 2014

Older Case Numbers

- 13 digits
- Examples:
 - 32C11000123A0 (legacy criminal case)
 - 32399M11000123 (legacy magistrate case)

Searching for Cases

- Case Search does not require zeros or dashes.
- Filing History Case Search requires the full 13-digit case number.

Document Format

- Documents must be in PDF format.
- Submit a separate PDF for each document.

- Searchable PDFs are preferred:
 - Scanned PDFs are not searchable.
 - Documents converted from Word or WordPerfect are searchable.
- Ensure all documents are complete, signed, and dated.
- Organize documents in a working folder before uploading them to eFile.
- File size must not exceed 25 MB per document.
 - Refer to eFiling Guidelines for additional information.
- Scan documents in black and white.
 - Documents containing color will be rejected.

Time of Filings

- A document in compliance with rules and submitted electronically to the clerk of court by 11:59 pm CST shall be considered filed on that date.

Electronic Signatures

- Use electronic signature – “/s/ name” Example: /s/ Jimmy Jones
- Notarized document, per the UJS eFiling Guidelines:
 - #14 - If you wish to file a notarized document electronically, you must sign the document before a notary as you would if you were filing the document over the counter. Then scan and file the notarized document. There is currently no electronic process for having a document notarized.

Exemptions and Special Cases

Exemptions

- All requests for an exemption must be submitted to the Supreme Court for approval.

State’s Attorneys

Standard Naming Convention

- Use the following format:
- [County Name] County State’s Attorney’s Office

Example:

Pennington County State’s Attorney’s Office

Dual Practices

It is not uncommon in South Dakota for the elected County State’s Attorney to also maintain a private practice.

- Separate practices require separate firms in File & Serve.
- Each Firm must have a unique email address.

Important Notes

- It is recommended to maintain separate practices while allowing mail to be received at a single location.
- The State's Attorney File & Serve firm may be transferred to another individual if needed.
- There are multiple ways to manage multiple email accounts from a single email client. Contact your internet service provider or your organization's IT support for assistance.

Reports

The Report includes two tabs: Envelopes and Filings.

Reports provide envelope-level and filing-level case information, including fees, to help reconcile client records and credit card statements. Reports are delivered in Excel spreadsheet format, allowing users to filter and search the information.

Envelopes Tab

Use the Envelopes tab to reconcile financial transactions for filings submitted within a specified time frame (up to 60 days).

This tab provides envelope-level information, including fee details and the date fees were captured.

Filings Tab (All Filings)

Use the Filings tab to view detailed fee information for each filing within an envelope.

This tab includes a complete breakdown of filing fees and the date fees were captured.

Bookmarks

The bookmarks page displays a list of case numbers, locations, and descriptions for cases you have bookmarked. This information is visible only to you and your firm.

From the Bookmarks page, you can:

- View your bookmarked cases
- File into a case
- File into a case using a template
- Remove a bookmarked case
- View or add service contacts

Filing into an Existing Case

To file into an existing case:

1. Select the Actions drop-down menu.
2. Select File Into Case or File Into Case With Template.

Removing a Case

To remove a case from your bookmarks:

1. Select the Actions drop-down menu.
2. Select Remove Bookmarks.

Add Service Contact to a Bookmarked Case

To view or add service contacts for a case:

1. Select the Actions drop-down menu.
2. Select Service Contacts.
3. In the Service Contacts dialog box, add a contact from your firm's service contact list.

Templates

Users can create and manage filing templates to simplify filings for frequently used parties, events, and documents for both new and existing cases.

Templates are especially useful for firms that frequently file multiple cases using the same plaintiff, filing codes and payment account.

Users can mark frequently used templates as Favorites by selecting the star icon. Favorite templates will appear at the top of the template list.

To use templates:

- Access templates for new cases from the Template section,
- Access templates for existing cases from the Case Actions dropdown menu.

For additional instructions, refer to the [Tyler Technologies User Guide \(PDF, opens in new tab\)](#).

Filing Guidance

- [Case Types, Categories and Security \(PDF, opens in new tab\)](#)
- [Filing Codes \(PDF, opens in new tab\)](#)

Filing Codes with Fees

If a filing code includes a fee, the amount will appear at the end of the filing code description.

Fees are charged only after the filing is accepted by the clerk.

If an incorrect filing code is selected, the filing will be rejected for failure to pay the required fee.

Filing Code	Case Category
Affidavit of Renewal of Judgment (\$5)	CV FAM PR
Answer/Initial Response (\$25)	CV FAM
Execution Request (\$5)	CV FAM
Motion for Removal to Circuit Court (\$35)	CV
Notice of Appeal (\$150)	CR CV FAM PR
Notice of Appeal and Certificate of Service (\$150)	CR CV FAM PR
Notice of Appeal Magistrate Circuit Court (\$10)	CR CV FAM PR
Notice of Appeal Magistrate Circuit Court & Cert of Service (\$10)	CR CV FAM PR
Petition/Modification of Final Order (\$50)	CV FAM PR
Response to Petition for Modification of Final Order (\$25)	CV FAM
Special Execution (\$5)	CR CV FAM PR
Transcript of Federal Judgment (\$5)	CV
Transcript Request (\$10)	CV FAM

Rejection Reasons

If a filing is rejected, the system will send a notification. The notification includes:

- The reason the filing was rejected
- Any comments from the clerk

You can also find this information in the Envelope Details section for the filing.

Types of Rejection Reasons

Rejection reasons are grouped into the categories below:

- Legal
The filing does not meet a legal requirement, such as a rule or law.
- Procedural
The filing does not follow required steps or court procedures.
- Technical
There is a problem with the file, such as format, size or upload errors.
- Other
The issue does not fit into the categories listed above.

Legal

- Civil filings signed by an attorney must include name, address, and phone number (SDCL 15-6-11(a))
- Does not comply with electronic filing guidelines (SDCL 16-21A-2)
- Incorrect or missing filing fee

- Informal probate requirements missing (SDCL 29A-3)
- Missing required information (for example, Civil CFS or signature)
- Document is not properly redacted (SDCL 15-15A)
- Sanction order directing the clerk to decline filings from a specific party

Procedural

- Document must be submitted as a proposed order
- Document is not in English (unless submitted as an exhibit)
- Duplicate case or filing already exists
- Duplicate, incorrect, or unnecessary party
- Filer requested rejection
- Filing must be submitted over the counter
- Incorrect case type
- Incorrect county or court
- Incorrect filing code
- Incorrect or missing case number
- Proposed documents should not include attachments
- Selected security does not match filing code security

Technical

- All pages must have the same orientation (portrait or landscape)
- Mobile device screenshots do not transmit correctly to the system
- Color documents are not accepted (including colored signatures)
- Document is upside down or incomplete
- Document exceeds size limits (5 MB per document; 25 MB per envelope)
- Missing pages

Other

- See clerk comments for additional details

Documents Not eFiled

The following documents cannot be electronically filed:

- Appeal bonds
- Color documents
- Pro Hac Vice documents and fees
- New cases with request for waiver of filing fees

Initial Filings

For detailed instructions, see the [Tyler Technologies Firm User Guide \(PDF, opens in new tab\)](#)

Start Filing

To start a new case filing:

1. Select **Start Filing**.
2. In the File New Case section, select **Start New Case**.

Case Information

Enter the required case information:

1. Select a Court Location (county).
2. Select a Case Category.
 - Criminal cases are not available for initial filings.
3. Select the case type.
4. Select **Parties** to continue.

Your case information is saved automatically.

Party Information

Enter the parties involved in the case.

- Party types usually default based on the case type.
- Exceptions: Administrative Appeals and Other.

Only add named parties involved in the case. Do not add unknown party types such as:

- Any Person in Possession
- Any Other Persons
- Unknown Heirs
- Devisees
- Occupants

Important Notes

A case filing statement is required for each party type or participant. Case Filing Statement forms are available on the [South Dakota Unified Judicial System Case Filing Statements webpage](#).

To add a party:

1. Select **Add Party Details**.
2. Select the party type:
 - The system defaults to *Person*.
 - Select *Entity* if the party is a business or agency.
3. Enter the party name.
 - Business name: maximum 80 characters (including spaces).
 - First and last name: maximum 40 characters each (including spaces).
4. Enter the address, city, state, and ZIP code.
5. Enter the Party CMS ID, if available.
 - This field is for a UJS Person ID only.
 - Do not enter a Social Security Number or other identification number.
6. Select **Save**.

Repeat these steps for each additional party.

- To add more parties, select Add More and repeat the steps.
- For Informal Probate cases, add a party for each Personal Representative.

Filings

Use the **Filing Details** screen to enter filing information.

To add a filing:

1. Select **Add Filing**.
2. Select a filing code.
3. Enter a filing description, if needed.
 - Only use this field to clarify the filing code description.
4. Enter a client reference number (optional).
5. Enter comments to the clerk.
 - For Informal Probate cases, request certified copies of Letters of Personal Representative here.
6. Upload the lead document.
 - The file must be in PDF format.

Document Security

Select the correct document security level based on the filing code:

- Confidential – Select if the filing code includes “CONFIDENTIAL.”
- Sealed – Select if the filing code includes “SEALED.”
- Open – Select if the filing codes does not include a security designation.

Communications

Use the Courtesy Copies field to add email addresses for recipients you want to receive a copy of the filing.

- Do not use this field for service.
- Email notifications are sent when the filing is accepted.
- Email notifications are not sent if the filing is rejected.

Additional Services and Fees

To request additional services:

1. Select Add Additional Services.
2. Select Authenticated Copies or Small Claims Postage, if applicable.
3. Enter the quantity.
4. Select Save when finished to take you back to the Filings tab

To add additional filings to the envelope, select Add More.

When finished with adding filings, select Service to continue.

Note: All documents required to open a case must be filed in the same envelope.

Service Contacts

- There is no electronic service on Initial Case Filings
- You may add service contacts for future filings.

Fees

1. Select a payment account.
 - Your card is authorized when you submit the filing.
 - Charges are processed only after the court accepts the filing.
2. Select the party responsible for fees.
3. Select the filing attorney.

Optional:

- Select **Calculate Fees** to view the total.

You may save the filing as a draft or continue to submission.

Submission and Summary

1. Review all information for accuracy and completeness.
2. Confirm the correct document security is selected.
3. Make edits if needed.
4. Select **Submit**.

After submission:

- A confirmation message will display the envelope number.
- A link will be available to view or print the receipt.
- The system assigns a case number after the clerk reviews and accepts the filing.

Subsequent Filings

For detailed instructions, see the [Tyler Technologies Firm User Guide \(PDF, open in new tab\)](#)

Start Filing

To file into an existing case:

1. Select **Start Filing**.
2. In the File Into Existing Case section, select **File into Existing Case**.
3. The Search for Case page displays.
4. Search for a case by:
 - a. Case Number, or
 - b. Party Name
5. Select **Search**.
6. From the Actions drop-down list, select **File Into Case**

Case Information

Review the case information and confirm that you are filing into the correct case.

Select **Parties** to continue.

Party Information

This page displays the parties on the case, the party type assigned to each party, and the lead attorney listed in the court's case management system.

Select **Filings** to continue.

Filings

Use the **Filing Details** screen to enter filing information.

To add a filing:

1. Select **Add Filing**.
2. Select a filing code.
3. Enter a filing description, if needed.
 - Only use this field to clarify the filing code description.
4. Enter a client reference number (optional).
5. Enter comments to the clerk (optional).
6. Upload the lead document.
 - a. The file must be in PDF format.

Document Security

Select the correct document security level based on the filing code:

- Confidential – Select if the filing code includes “CONFIDENTIAL.”
- Sealed – Select if the filing code includes “SEALED.”
- Open – Select if the filing codes does not include a security designation.

Communications

Use the Courtesy Copies field to add email addresses for recipients you want to receive a copy of the filing.

- Do not use this field for service.
- Email notifications are sent when the filing is accepted.
- Email notifications are not sent if the filing is rejected.

Service Contacts

Select the service contact who should receive electronic service for each party. If the service contacts are already listed, confirm they are correct.

To add service contacts from your firm:

1. Select **Add** and then select **Firm List** from the drop-down list.
2. Select **Associated Parties**.

3. Select the party or parties to associate with the service contact by checking the box next to the party name.
4. Select **Save**.

To add service contacts for an opposing party from the public list:

1. Select Add and then select **Public List** from the drop-down menu.
2. Select **Associated Parties**.
3. Select the party or parties to associate with the service contact.
4. Search for the service contact.
5. Select the box next to the service contact's name.
6. Select **Save**.

Note: If a contact is not found on the Public List, service must be completed by a method other than electronic service.

If your firm represents more than one party on the case, repeat these steps for each additional party and associate the appropriate service contacts.

Fees

1. Select a payment account.
 - Your card is authorized when you submit the filing.
 - Charges are processed only after the court accepts the filing.
2. Select the party responsible for fees.
3. Select the filing attorney.

Optional:

- Select **Calculate Fees** to view the total, if applicable.

You may save the filing as a draft or continue to submission.

Submission and Summary

1. Review all information for accuracy and completeness.
2. Confirm the correct document security is selected.
3. Make edits if needed.
4. Select **Submit**.

After submission:

- A confirmation message will display the envelope number.
- A link will be available to view or print the receipt.

Case Type Specific Processes

Abuse and Neglect (A&N)

Case Security

Abuse and Neglect cases are closed security:

As a result:

- The case title displays as “Confidential.”
- Party names display as “Hidden Party.”

Case Search

For subsequent filings, search for the case using the case number.

Party Information

Required Parties:

- Juvenile – Abused & Neglected
- Respondent – AAN

Do Not Add:

- The State of South Dakota

Note: The State of South Dakota is automatically added to the case when the filing is accepted.

Small Claims

Party Information

If you submit numerous new cases with the same party, contact UJSsupport@ujs.state.sd.us to request a Party CMS ID number (also known as a Filer ID).

Note: When entering a new case, enter the Party CMS ID number on the Parties tab.

Small Claims Postage

To add Small Claims postage fees for each defendant:

1. Select the **Additional Services** and Fees tab.
2. Select Small Claims Postage.
3. Enter a quantity of one for each defendant.

Important Note

- If requesting sheriff service only, do not add Small Claims postage.

Government Entities

Government entities should not select Small Claims Postage under Additional Services and Fees.

The clerk will add the postage fee and collect it from your agency's drawdown account after the filing is accepted.

Termination of Parental Rights

Case Security

Termination of Parental Rights cases are closed security.

As a result:

- The case title displays "Confidential."
- Party name displays as "Hidden Party."

Case Search

For subsequent filings, search for the case using the case number.

Party Information

When entering a new Termination of Parental Rights case, the only party type that defaults is Birth Name.

After adding the Birth Name party name, add the remaining parties to the filing.

Informal Probates

Important Requirements

The original will must be filed with the Clerk of Court within 5 business days after submitting the Informal Probate filing through File & Serve. The original will may be mailed or delivered in person.

- Do not mail certified copies of the will to the clerk.
- When uploading a scanned copy of a certified will, ensure the certification stamp is legible in the black-and-white scan.
- Any certified document may be submitted in this manner.
- The filing will be rejected if the original will is not received within 5 business days.

Original wills filed in probate records may not be returned to the filer without a signed court order direction the clerk to return the will. The Document Return Request form may not be used to request the return of a will filed in a probate case.

Party Information

Add the following parties when opening an Informal Probate case:

1. Add the Deceased party and enter the required information.
2. Select Save.

3. Select Add More.
4. Add the Personal Representative Party and enter the required information.
5. Select Save.

Note: A Case Filing Statement must be submitted for each party or participant with the initial filing.

Filing Codes

Do not select the Proposed Document filing code when submitting an initial Informal Probate filing.

For documents requiring the clerk's signature, select the following filing codes:

- Clerk's Statement
- Letters of Personal Representative

Certified Copies

If certified copies are requested:

- Enter the request in the Comments to Court field.

Additional Filing Processes

Authenticated Copy Request (\$15)

To request an Authenticated Copy of a document:

- Select AUTHENTICATED COPY REQUEST as the filing code.
- Upload document
- Select the **Additional Services and Fees tab**
- Select the Copies – Authenticated/Exemplified option
- Enter the requested quantity.

Fee: Authenticated copies cost \$15 per copy.

Important Notes

The fee is not charged until the filing is accepted by the clerk.

Case Filings Statement

Case Filing Statements are confidential documents.

Important: When submitting a Case Filing Statement as a subsequent filing:

1. Select **Efile** as the Filing Type.
2. Select Confidential as the security level.

Selecting efile as the Filing Type and Confidential as the security level prevents confidential information from being viewed by other users.

Certified Copy Request

To request a Certified Copy of a document:

- Select CERTIFIED COPY REQUEST as the filing code.
- Upload the document

Note: No fees are charged for certified copies.

Bankruptcy Discharge

When submitting a bankruptcy discharge, file the required documents in each case listed on the application.

Required documents

Include the following:

- Application for Discharge
- Certified copy of the Bankruptcy Order
- Proof of Service

Important Notes

Scan and upload all required documents as one combined PDF file.

Filing Instructions

On the Filings tab:

1. Select **Add Filing**
2. Select the filing code:
 - APP FOR DISCHARGE, ORDER OF DISCHARGE & PROOF OF SERVICE
3. Upload the combined PDF document.

After Filing

- If no objections are filed, the judgment will be discharged.
- If an objection is filed, the application will be referred to a judge for review.

Answer and Responsive Pleadings (\$25)

Effective July 1, 2017, a \$25 filing fee is required when filing:

- An answer or initial responsive pleading to:
 - A petition, or
 - A motion to modify final orders involving:
 - Child support
 - Child custody
 - Child visitation
 - Spousal support
- An answer or initial responsive pleading in civil court cases

Exceptions:

This fee does not apply to:

- Small Claims cases
- Protection order cases
- Stalking order cases

Important Notes

- An objection to Petition for Modification is not considered an answer or responsive pleading.
- An objection to a Petition for Modification will not be charged the \$25 filing fee.

Selecting the Correct Filing Code

To ensure the fee is applied correctly, select one of the following filing codes:

- Answer/Initial Response (\$25)
- Response to Petition for Modification of Final Order (\$25)

Important Notes

- If you do not select one of these filing codes, your submission will be rejected for Failure to Pay Filing Fee.

Modification of Final Orders (\$50)

Filing Fee

A \$50 filing fee is required when filing a petition or motion to modify a final order involved:

- Child support
- Child custody
- Visitation
- Spousal support

Exception: The filing fee is not required for parties receiving assistance benefits pursuant to Title 28.

Filing Instructions

1. Select the PETITION/MOTION FOR MODIFICATION OF FINAL ORDER (\$50) filing code.
2. Enter the type of order being modified in the Filing Description field.

Filing Description

Enter one of the following descriptions:

- Child Support
- Child Custody
- Visitation Order
- Spousal Support

Important: Failure to select the correct filing code will result in the filing being rejected.

Pro Hac Vice

Filing requirements

Documents and fees required for admission pro hac vice cannot be submitted through File & Serve.

Electronic Service

To receive electronic service, the attorney admitted pro hac vice must file a written consent or acknowledgement in each case in which the attorney appears.

Service Contacts

To add the attorney as a service contact:

1. The in-state attorney or firm must add the pro hac vice attorney to their Firm Service Contacts.
2. Do not select the Add to Public List option.

Important: Pro hac vice attorneys should not be added to the public list.

Proposed Document

To file a proposed document:

1. Select the Proposed Document filing code.
2. Enter the order name in the filing description field.

Important Notes

- Do not include an attest line or date line for judge's signature.
- If filing a large number of proposed documents, contact the judge before filing.
- Follow current office policy for filing documents for court prior to court days

Proposed Order – Referee

To file a proposed referee order:

1. Select the Referee – Proposed Order filing code.
2. Enter FOR CHILD SUPPORT in the filing description field.

Note: If submitting an amended proposed order, add AMENDED in the Filing Description field.

Proposed Findings of Fact and Conclusions of Law

Parties must submit proposed findings of fact and conclusions of law for consideration by the judge assigned to the case.

To submit:

- Select the Proposed Findings of Fact and Conclusion of Law filing code.
- Enter PLAINTIFF'S or DEFENDANT'S in the filing description field.
- Submit the filing. The document will receive a file stamp.

After the Judge's Review

If the judge selects a proposed filing for approval, the attorney whose proposal was selected must resubmit the document using the Proposed Document filing code for the judge's signature.

Redaction

Filers must submit both a non-redacted version and a redacted version of the document.

To submit the documents:

1. Select the appropriate filing code the non-redacted version
2. Upload the no-redacted document.
3. Enter "Non-Redacted" in the filing description field.
4. Select Confidential Security.
5. Select **Add More**.
6. Select the same filing code for the redacted version.
7. Upload the redacted document.
8. Select Open security.
9. Enter "Redacted Version" in the filing description field.

Small Claims Removal to Circuit Court (\$35)

To file a motion to transfer a small claims case to circuit court:

1. Select the MOTION FOR REMOVAL TO CIRCUIT COURT (\$35) filing code.
2. Submit a proposed document for the judge's signature.
3. The filing code will assess a \$35 filing fee.

Important Notes

- A \$250 bond payment must be submitted directly to the clerk's office by U.S. Mail or in person.

Technical Troubleshooting

Clear Cache Files and Cookies

A simple refresh of the webpage can resolve many website errors. To refresh the page, either:

- Press the F5 key on our keyboard; or
- Select the Refresh button (circular arrow) at the top of your browser window.

If refreshing the page does not resolve the issue, follow the instructions in [Troubleshooting Website Errors: Clear Cache Files and Cookies Instructions \(external website, opens in a new tab\)](#)

Rejections

When a filing is rejected, review the rejection reason and any clerk comments to determine what needs to be corrected.

Finding the Rejection Reason

The rejection reason and any clerk comment can be found:

- In the rejected filing email notification.
- In Filing History by filtering the status to Rejection.

Viewing Rejected Envelope Details

To view the details of a rejected filing:

1. Go to Filing History.
2. Locate the rejected envelope number.
3. Select **Envelope Details** from the Actions dropdown menu.
4. Scroll to the Filings section and expand the section to view:
 - Filing status
 - Rejection reason
 - Clerk comments, if applicable

Resubmitting a Rejected Filing

To resubmit a rejected filing:

1. Confirm that all filings in the envelope have been rejected.
2. Copy the rejected envelope.
3. Make the required corrections.
4. Submit the filing.

Important Notes

A rejected envelope can only be copied one time.

Questions Regarding Rejections

For questions regarding the rejection, contact the clerk's office that rejected the filing.

Support

Support for File & Serve is available Monday through Friday, 7:30 a.m. to 5:00 p.m. Central Time.

For assistance, email the UJS eSupport Help Desk at UJSeSupport@ujs.state.sd.us.

When contacting support, include the following information:

- Your name
- Your phone number
- Your availability for a callback
- Case number (if applicable)

- Envelope number (if applicable)
- A description of your question or issue
- Screenshots of any error messages, if available