

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)

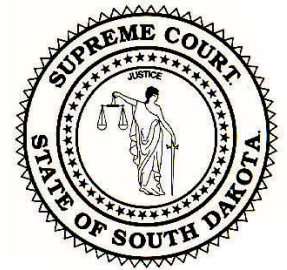
You may also visit our website at:
<http://uj.s.sd.gov/>



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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 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 six divisions.

Patricia Duggan, State Court Administrator

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

Information and Technology

This office provides networking services and support, including 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

Court Information and Publications

This office provides caseload analysis to assist the circuit courts and the State Court Administrator with management decisions. This office also oversees various grant applications, provides court information and materials to the public, and assists in distribution of court information via the UJS website, the UJS Annual Report and other publications.

Jill Gusso, Director

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

Budget and Finance

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

Janet Borchard, Director

Legal and Legislative Counsel

This office provides legal advice and legislative services to the Unified Judicial System, as directed by and in consultation with the Chief Justice and State Court Administrator. Duties include, but are not limited to, drafting proposed legislation, tracking and testifying on legislation, writing outside contracts, and managing litigation matters. In addition, this office coordinates the child support referee program, is the liaison for media inquires, promotes state-tribal relations, and staffs many Supreme Court committees.

Greg Sattizahn

