

Instructions for Notice of Entry of Decree of Divorce

A Notice of Entry of Decree of Divorce is a document that notifies the other party that the Judge has signed a Decree of Divorce. This document must be sent to the other party and the Affidavit of Service filed with the Clerk of Courts.

- Complete the top portion of the Notice of Entry (the “caption”) just as it appears on the Decree of Divorce.
- Fill in the blanks on the Notice of Entry with the Judge’s name (you can find this on the Decree of Divorce), the date that the Judge signed the Decree of Divorce, the City where the Courthouse is located.
- Date and sign the Notice of Entry.
- Fill in all the blanks on the Affidavit of Service and date and sign it in front of a notary public or Clerk of Courts.
- Mail a copy of the Notice of Entry to the other party (you must attach a copy of the Decree of Divorce and the Stipulation and Agreement, if there is one) and file the original Notice of Entry and Affidavit of Service with the Clerk of Courts.

STATE OF SOUTH DAKOTA)
)
) :SS
)
COUNTY OF _____)

IN CIRCUIT COURT
_____) JUDICIAL CIRCUIT

<p>_____, Plaintiff, vs. _____, Defendant</p>	<p>DIV _____</p> <p>NOTICE OF ENTRY OF JUDGMENT AND DECREE DECREE OF DIVORCE</p>
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PLEASE TAKE NOTICE that the Judgment and Decree of Divorce was entered in the above-entitled matter on _____, 20____, by the Honorable _____ and duly filed by the County Clerk of Courts at _____, South Dakota. A certified copy of said Judgment and Decree is attached hereto and served upon you.

Dated this _____ day of _____, 20____.

Plaintiff / Defendant (Circle One)
Name: (Printed) _____
Address: _____
City/State/Zip: _____
Telephone: (____) _____

STATE OF SOUTH DAKOTA)
 :SS
COUNTY OF _____)

IN CIRCUIT COURT
_____ JUDICIAL CIRCUIT

<p>_____, Plaintiff, vs. _____, Defendant</p>	<p>DIV _____</p> <p>AFFIDAVIT OF SERVICE</p>
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I, _____, being sworn, state that on
(Name of person who mailed documents)

_____, 20____, I served the following papers:

(List all papers mailed to the other party)

by placing true copies of the documents in an envelope addressed to:

_____ at _____
(Name of other party) (Other party's address)

in the City of _____, State of _____, Zip Code _____

and depositing the envelope, with sufficient postage, in the United States Mail at

_____.
(Place mailed from)

Dated this _____ day of _____, 20__.

Signature of Person Who Mailed Documents
(Sign only in front of a notary or clerk of courts)

Name: (Printed) _____

Sworn/affirmed before me this _____ day of _____, _____.

Address: _____

City/State/Zip: _____

Telephone: (_____) _____

(Notary Public/Clerk of Courts) If Notary, my commission expires: _____

(SEAL)