

STATE OF SOUTH DAKOTA
THIRD JUDICIAL CIRCUIT COURT

314 Sixth Avenue, Brookings, South Dakota 57006

RODNEY J. STEELE

Presiding Judge
(605) 688-4202

PATRICIA GARCIA DUGGAN

Administrator
(605) 688-4621

Counties

*Beadle, Brookings, Clark
Codington, Deuel, Grant
Hamlin, Hand, Jerauld
Kingsbury, Lake, Miner
Moody and Sanborn*

THIRD CIRCUIT POLICY – 04-07-P

File Check-Out Procedure

The following rules will govern the procedure of checking out files authorized by law from any Clerk of Courts office in the Third Judicial Circuit:

- 1) Only attorneys of law and employees of title companies will be allowed to check out files (need not be a local attorney or title company).
- 2) The only files which may be checked out are civil, probate and guardianship files.
- 3) Criminal, mental illness, juvenile, adoption, small claims and coroner inquest files are NOT to be check out unless permission is given by the judge who presided over the matter. If the judge who sat on the case has since retired, the succeeding judge or presiding judge shall be asked to give permission to check out the file.
- 4) Appealed civil files are not to be checked out except by court personnel.
- 5) Appealed criminal files may be checked out by the Attorney General's office.
- 6) Files shall not be checked out for more than five days.
- 7) Files shall not be checked out within 72 hours prior to any hearing, trial or other proceeding scheduled to be heard by a judge.
- 8) Files are to be returned to the clerk's office in the same order and condition as they were received.
- 9) Any person who does not comply with this policy may have his/her check-out privileges revoked.

Dated this 23rd day of July, 2004.



Rodney J. Steele
Presiding Judge
Third Judicial Circuit

Adopted 10/98
Affirmed 02/04