

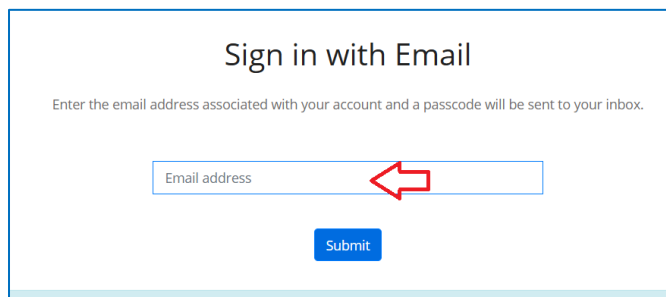
TEXAS COURT REPORTERS RECORD SUBMISSION PORTAL (RSP) USER GUIDE

LOGIN TO OCA COURT TOOLS (COURTAL)

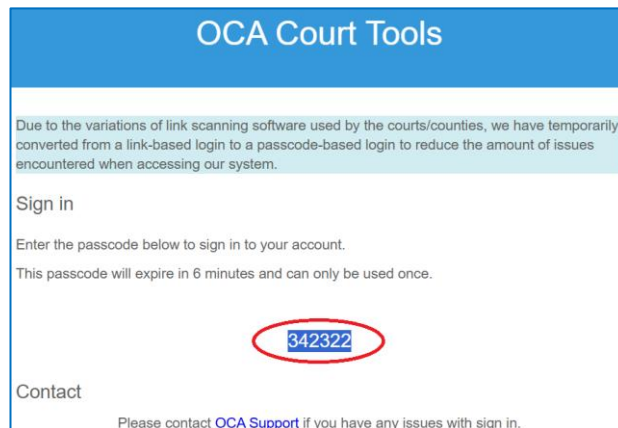
- Contact OCA IT Support if you need access set up (link at bottom of site)
- <https://courtal.txcourts.gov>

SIGN IN WITH EMAIL

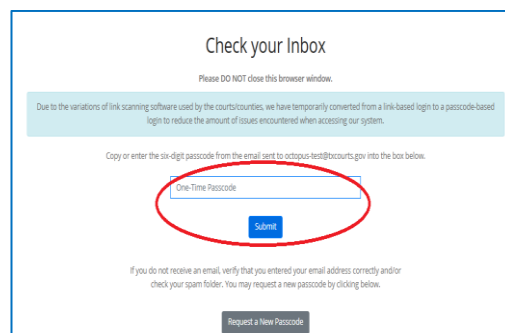
- Add your work email and click Submit



- Go to your email and copy the code

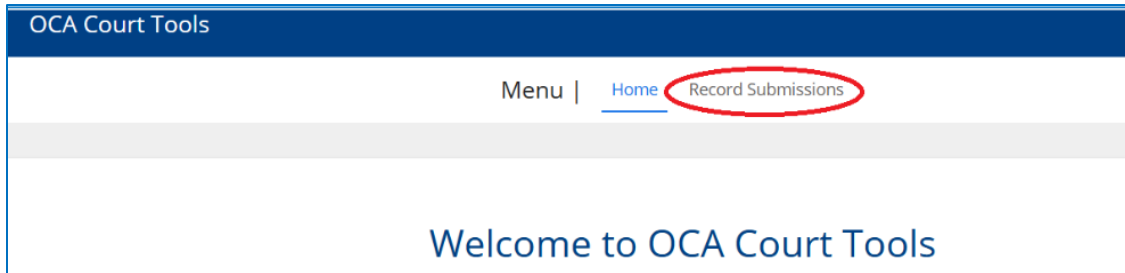


- Paste the code in the field and click Submit



HOME PAGE

- To begin reviewing or adding record submissions, click on “Record Submissions” in the Menu section at the top of the page



MANAGE RECORDS INDEX PAGE

- Submit Files
- Search for Record Submissions
- View a Record Submission

[Submit Files](#)

[Manage Record Submissions](#) [Documentation](#)

Search for Record Submission

Trace #

Appellate Court

Trial Court/County

Submitted Date From

Submitted Date To

Appellate Case

Trial Case

Clear Filters

Show 10 entries

Trace #	Submitted	Submitter	Document Type	Count	Appellate Court	Appellate Case	Trial Court/County	Trial Case	
112	08/08/2025	Dawn Reporter	Court Reporter's Record	3	Fifteenth (15th) Court of Appeals	001-Test	Bexar County Court at Law No. 15	15678	View
94	07/31/2025	Dawn Reporter	Court Reporter's Record	2	Fifteenth (15th) Court of Appeals	25-0329	Bexar County Court at Law No. 15	12333	View

SUBMIT FILES

1. USER INFORMATION -

- Your name and email will automatically populate
- Provide your phone number and extension (if no extension, leave blank)
 - Phone and extension will auto populate after initial entry; you have the ability to change the number/extension as needed

USER INFORMATION	
Submitter	Email Address
Dawn Reporter	dawn.reporter@txcourts.gov
Phone*	Extension
800-512-4444	8000

2. APPELLATE COURT INFORMATION

- Select the applicable Appellate Court you are submitting to – Court dropdown will provide all the COA's, CCA, and Supreme Court options
- If you know the Case Number and Case Style leave the checkbox unchecked and complete, other wise check the box and it will disable the Case Number and Case Style

APPELLATE COURT INFORMATION
Court*
- Select One -
<input type="checkbox"/> Check here if Appellate Case Number and Style are unknown
Case Number
Case Style
510 characters remaining

3. TRIAL COURT INFORMATION

- Select the County you are submitting on behalf of from the dropdown list.
- Select the Court (note that only the applicable courts designated by the county you selected will show)
- Complete this section by entering the Case Number and Case Style

TRIAL COURT INFORMATION

County*

- Select One -

Court*

Case Number*

Case Style*

510 characters remaining

4. FILE INFORMATION

- Select your document type from the dropdown list – if you do not see your document type, select “Other”
- Complete the remaining sections if you have these details; however, they are not required

FILE INFORMATION

Document Type*

-Select One-

Send On Behalf Of

Document Description

2000 characters remaining

Payment Status

-Select One-

Cost of Record

Received Payment From

5. DOCUMENT(S)

- Once you click on the “Add Document” button, it will open a section for a description and uploading (see below)

DOCUMENT(S)

Add Document

6. DOCUMENT FILE DESCRIPTION

- The file description field must be completed before attempting to upload a document
- Once you have entered a description, select Upload

DOCUMENT(S)

Close Document

File Description*

1000 characters remaining

Upload Document Cancel

Save Cancel

7. UPLOAD DOCUMENT

- Click “Choose File” and add the file you wish to submit
- Note that only one file can be loaded at a time; the max file size allowed is 10GB
- Currently, the only file types allowed are (.asf, .avi, .m4v, .mid, .mkv, .mov, .mp1, .mp2, .mp3, .mp4, .mpeg, .mpg, .oga, .ogg, .ogv, .pdf, .ts, .wav, .webm, .wma, .wmv, .vob

Upload Document

Submission File*

Allowable File Types (.asf, .avi, .m4v, .mid, .mkv, .mov, .mp1, .mp2, .mp3, .mp4, .mpeg, .mpg, .oga, .ogg, .ogv, .pdf, .ts, .wav, .webm, .wma, .wmv, .vob & Max size 10GB):

Choose File No file chosen

Upload Cancel

8. FILE CONFIRMATION; UPLOAD

- Once you have selected your file, you will see the file name and then click “Upload”

Upload Document

Submission File*

(Allowable File Types: .asf, .avi, .m4v, .mid, .mkv, .mov, .mp1, .mp2, .mp3, .mp4, .mpeg, .mpg, .oga, .ogg, .ogv, .pdf, .ts, .wav, .webm, .wma, .wmv, .vob & Max size 10GB)

Choose File Test 3.MOV

51% uploaded


Upload Cancel


9. SAVE SUBMISSION

- Your uploaded file(s) will show on the bottom of the submission page
- Unless your document(s) needs to be sealed, you can leave the notification button as is, which is defaulted to not sealed
- If you added a document by mistake you can immediately delete it
- Review your submission page to ensure you added all your details and click the Save button at the bottom of the page

DOCUMENT(S)
Add Document

Uploaded Document(s)

File Name	File Description		Sealed Document
Testing Document 22.7MB.pdf	Testing	<button>Delete</button>	<input type="checkbox"/> Sealed Document
Test Document 2 Sealed.pdf	Testing	<button>Delete</button>	<input checked="" type="checkbox"/> Sealed Document 
Test 3.MOV	Testing movie	<button>Delete</button>	<input type="checkbox"/> Sealed Document

 Cancel

SEARCH AND VIEW SUBMISSION

- Search for your submission using the available search fields
- Click “View” to the right side of your submission to view the details

Search for Record Submission

Trace #

Appellate Court

Trial Court/County

Submitted Date From


Submitted Date To

Appellate Case

Trial Case

Clear Filters

Show 10 entries

Trace #	Submitted	Submitter	Document Type	Count	Appellate Court	Appellate Case	Trial Court/County	Trial Case	
112	08/08/2025	Dawn Reporter	Court Reporter's Record	3	Fifteenth (15th) Court of Appeals	001-Test	Bexar County Court at Law No. 15	15678	
94	07/31/2025	Dawn Reporter	Court Reporter's Record	2	Fifteenth (15th) Court of Appeals	25-0329	Bexar County Court at Law No. 15	12333	View


DETAILS PAGE

- View the submitted details
- Access the Submission Confirmation at the bottom of the page (note that submissions will only be available for 60 days on this site)

Trace Number 112		
Document Type Court Reporter's Record		
Submitted By Dawn Reporter dawn.reporter@txcourts.gov 800-512-4444 x8000		Submitted On 8/8/2025 1:58:53 PM (CST)
Appellate Court Details		
Court Name Fifteenth (15th) Court of Appeals		Case Number 001-Test
Trial Court Details		
Court Name Bexar County Court at Law No. 15		Case Number 15678
Files		
File Name	Description	Sealed
Testing Document 22.7MB.pdf	Testing	No
Test Document 2 Sealed.pdf	Testing	Yes
Test 3.MOV	Testing movie	No
Submission Confirmation		
View Document		

RECORD SUBMISSION CONFIRMATION

- The record submission confirmation opens on a separate tab for you to view



Record Submission Confirmation

Your upload to Record Submission Portal has completed successfully.

Record Submission Details	
Trace #:	112
Submitted By:	Dawn Reporter (dawn.reporter@bxcourts.gov)
Submitted On:	8/8/2025 1:58:53 PM (CST)
Appellate Court:	Fifteenth (15th) Court of Appeals
Appellate Case Number:	001-Test
Trial Court/County:	Bexar County Court at Law No. 15
Trial Case Number:	15678
File Count:	3

Files Submitted:
Testing Document 22.7MB.pdf
Test Document 2 Sealed.pdf
Test 3.MOV

Texas Office of Court Administration
205 W. 14th St.
Austin, Texas 78701
www.bxcourts.gov/oca