

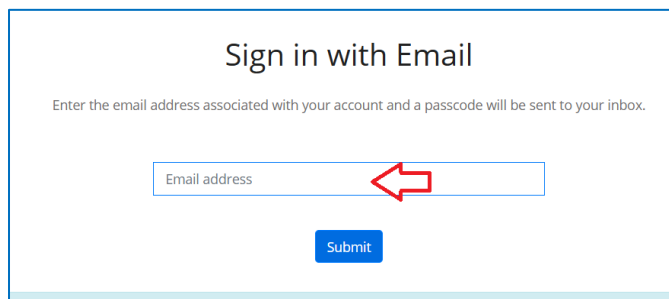
TEXAS COURT CLERKS RECORD SUBMISSION PORTAL (RSP) USER GUIDE

LOGIN TO OCA COURT TOOLS (COURTAL)

- Contact your Lead Clerk if you need access set up
- <https://courtal.txcourts.gov>

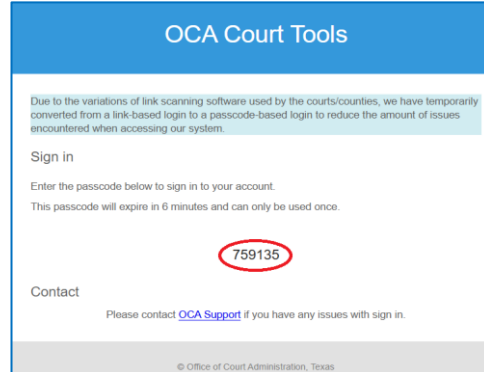
SIGN IN WITH EMAIL

- Add your work email and click Submit



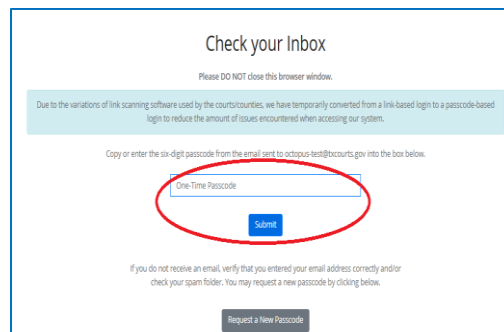
The screenshot shows a web form titled "Sign in with Email". Below the title is a message: "Enter the email address associated with your account and a passcode will be sent to your inbox." There is a text input field labeled "Email address" with a red arrow pointing to it. Below the input field is a blue "Submit" button.

- Go to your email and copy the code




The screenshot shows the "OCA Court Tools" sign-in page. It has a blue header with the text "OCA Court Tools". Below the header is a message: "Due to the variations of link scanning software used by the courts/counties, we have temporarily converted from a link-based login to a passcode-based login to reduce the amount of issues encountered when accessing our system." There is a "Sign in" section with the text: "Enter the passcode below to sign in to your account. This passcode will expire in 6 minutes and can only be used once." Below this text is a red circle containing the passcode "759135". There is a "Contact" section with the text: "Please contact [OCA Support](#) if you have any issues with sign in." At the bottom of the page is the text: "© Office of Court Administration, Texas".

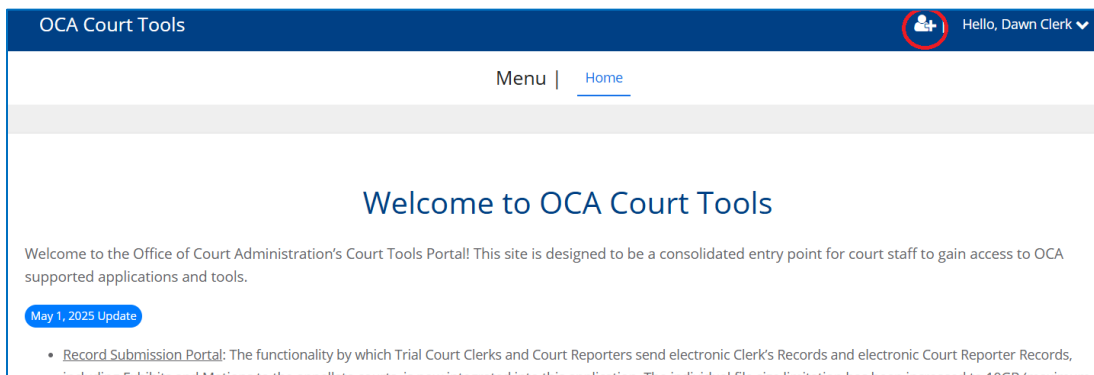
- Paste the code in the field and click Submit



The screenshot shows a web form titled "Check your Inbox". Below the title is a message: "Please DO NOT close this browser window." There is a message: "Due to the variations of link scanning software used by the courts/counties, we have temporarily converted from a link-based login to a passcode-based login to reduce the amount of issues encountered when accessing our system." Below this message is the text: "Copy or enter the six-digit passcode from the email sent to octopus-test@txcourts.gov into the box below." There is a text input field labeled "One-Time Passcode" with a red circle around it. Below the input field is a blue "Submit" button. At the bottom of the page is the text: "If you do not receive an email, verify that you entered your email address correctly and/or check your spam folder. You may request a new passcode by clicking below." Below this text is a button labeled "Request a New Passcode".

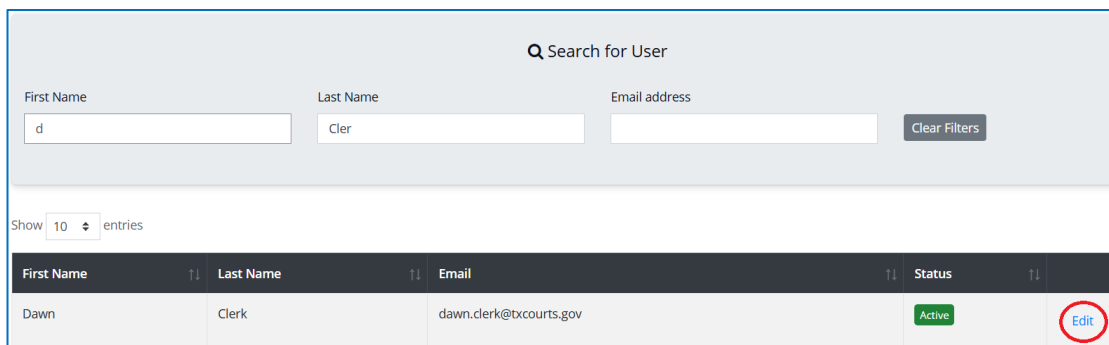
HOME PAGE

- If you do not see a Menu tab next to “Home” for “Record Submission” follow the steps below; however, if you already have the tab, you may skip to page 4
- To add the RSP tab, go the Manage User icon which is accessed by clicking on the “Add Person”  icon in the top right corner of the page



MANAGE USER

- From this page you can locate your profile and edit



EDIT COURT USER

- Scroll to the bottom of the page and click on “Manage Record Submissions”
- If you are new to Courtal, you will not see the check boxes until you answer the question of, “Is the user being added a Magistrate?”. Once you answer this question, the applicable option(s) will appear
- Make sure to click “Save” when you are done

Edit Court User

First Name*

Dawn

Last Name*

Clerk

Email Address*

dawn.clerk@txcourts.gov

User Account Access

Allows you to activate/inactivate the user account

Active

County

Travis

User Court(s)*

Select court

☒ District (Select all)

☒ 53rd District Court ☒ 98th District Court ☒ 126th District Court ☒ 147th District Court ☒ 167th District Court

☒ 390th District Court ☒ 403rd District Court ☒ 419th District Court ☒ 427th District Court ☒ 450th District Court

Is the user being added a Magistrate?*

Yes and performs clerk duties

User Account Rights*

Allows you to select/deselect the user rights

☐ Manage Citation by Publications

☐ Manage Local Rules, Forms, Standing Orders

☐ Manage Protective Orders

☐ View Protective Orders

☒ Manage Record Submissions

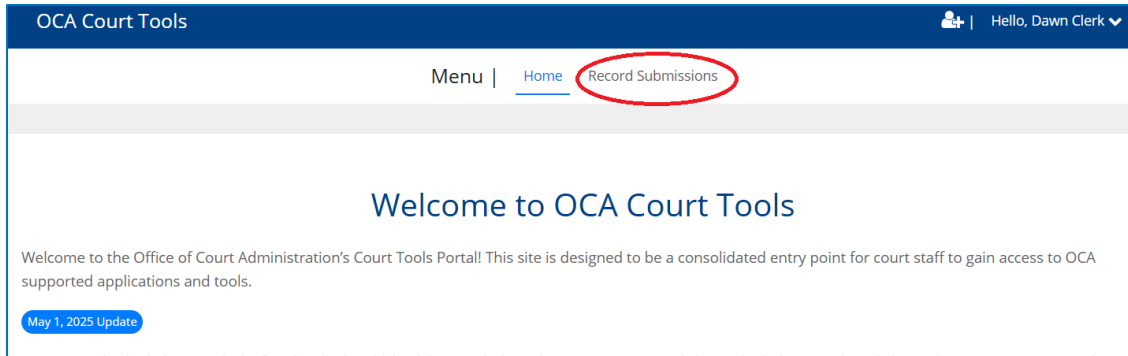
☒ Manage User rights

Save

Cancel

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 a Record Submission
- View a Record Submission

Manage Record Submissions

[Submit Files](#)

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

Search for Record Submission

Trace # Appellate Court Trial Court/County Submitter

Submitted Date From Submitted Date To Appellate Case Trial Case

MM/DD/YYYY MM/DD/YYYY

Clear Filters

Show 10 entries

Trace #	Submitted	Submitter	Document Type	Court	Appellate Court	Appellate Case	Trial Court/County	Trial Case	
114	08/08/2025	Dawn Clerk	Clerk's Record	3	Fifteenth (15th) Court of Appeals	15-25-00000-CB	450th District Court - Travis County	54321	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 Clerk	dawn.clerk@txcourts.gov
Phone*	Extension
522-215-1511	1234

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

- Your County will be defaulted
- Your Court will also be defaulted if you work for one specific court; if you work for multiple courts, those will appear in the dropdown for you to make your selection
- Complete 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

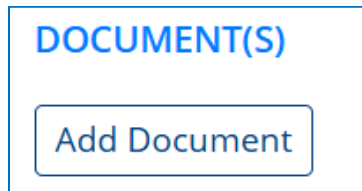
-Select One-

Cost of Record

Received Payment From

5. DOCUMENT(S)

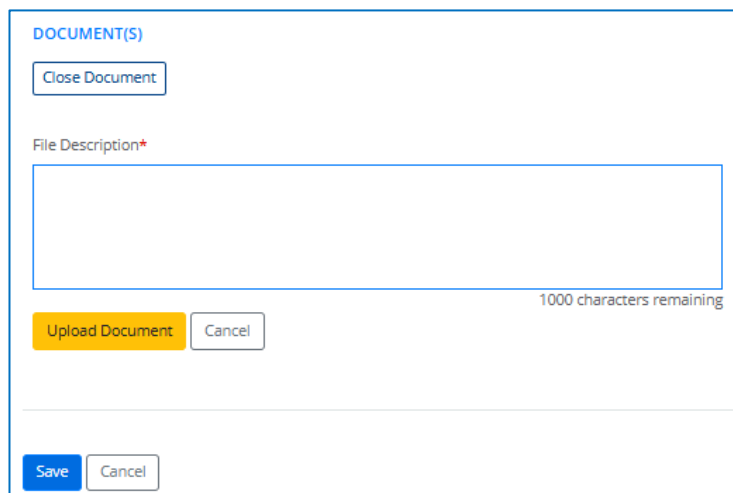
- Once you click on the “Add Document” button, it will open a section for a description and uploading (see below)



A screenshot of a modal window titled "DOCUMENT(S)" in blue text. Inside the modal, there is a single button labeled "Add Document" in blue text, centered within a rounded rectangular frame.

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



A screenshot of the "DOCUMENT(S)" modal window. At the top, the title "DOCUMENT(S)" is in blue. Below it is a "Close Document" button. The main section is titled "File Description*" in red. Below this is a large text input field. To the right of the input field, the text "1000 characters remaining" is displayed. Below the input field are two buttons: "Upload Document" (yellow) and "Cancel" (white). At the bottom of the modal, there are two more buttons: "Save" (blue) and "Cancel" (white).

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, .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 YOUR 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

Submitter

Submitted Date From

Submitted Date To

Appellate Case


Trial Case

MM/DD/YYYY

MM/DD/YYYY

Clear Filters

how 10 entries

Trace #	Submitted	Submitter	Document Type	Count	Appellate Court	Appellate Case	Trial Court/County	Trial Case	
114	08/08/2025	Dawn Clerk	Clerk's Record	3	Fifteenth (15th) Court of Appeals	15-25-00000-CB	450th District Court - Travis County	54321	
108	08/01/2025	Dawn Clerk	Clerk's Record	1	Fifteenth (15th) Court of Appeals	15-24-00126-CV	450th District Court - Travis County	4444	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 114		
Document Type Clerk's Record		
Submitted By Dawn Clerk dawn.clerk@txcourts.gov 522-215-1511 x1234		Submitted On 8/8/2025 3:55:48 PM (CST)
Appellate Court Details		
Court Name Fifteenth (15th) Court of Appeals		Case Number 15-25-00000-CB
Trial Court Details		
Court Name 450th District Court - Travis County		Case Number 54321
Files		
File Name	Description	Sealed
Testing Document 22.7MB.pdf	Test 1	No
Test Document 2 Sealed.pdf	Test 2	Yes
Test 3.MOV	Test 3	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 #:	114
Submitted By:	Dawn Clerk (dawn.clerk@bcourts.gov)
Submitted On:	8/8/2025 3:55:48 PM (CST)
Appellate Court:	Fifteenth (15th) Court of Appeals
Appellate Case Number:	15-25-00000-CB
Trial Court/County:	450th District Court - Travis County
Trial Case Number:	54321
File Count:	3

Files Submitted:

Testing Document 22.7MB.pdf
Test Document 2 Sealed.pdf
Test 3.MOV

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Austin, Texas 78701
www.bcourts.gov/oca