

Motion for Summary Judgment (MSJ) Report Submission Portal Instructions

Accessing the MSJ Reporting Portal

Log into the OCA Court Tools (Courtal) website: <https://courtal.txcourts.gov/>.

Enter the clerk's email address and click **Submit**. If you are an existing user, enter the email address used to register for access to the site. You will receive a one-time passcode email; enter the passcode and click **Submit**.

Sign in with Email

Enter the email address associated with your account and a passcode will be sent to your inbox.

Check your Inbox

Please DO NOT close this browser window.

Copy or enter the six-digit passcode from the email sent to cathy.horvath@txcourts.gov into the box below.

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.

Need Access?

- Elected District and County Clerks who do not have access should contact OCA-LegalSupport@txcourts.gov.
- Deputy clerks who have been designated as authorized users by their elected clerks should already have Courtal access. Check if you have access by entering your email and clicking **Submit**. If you do not receive a one-time passcode email, please request access directly from your elected clerk.

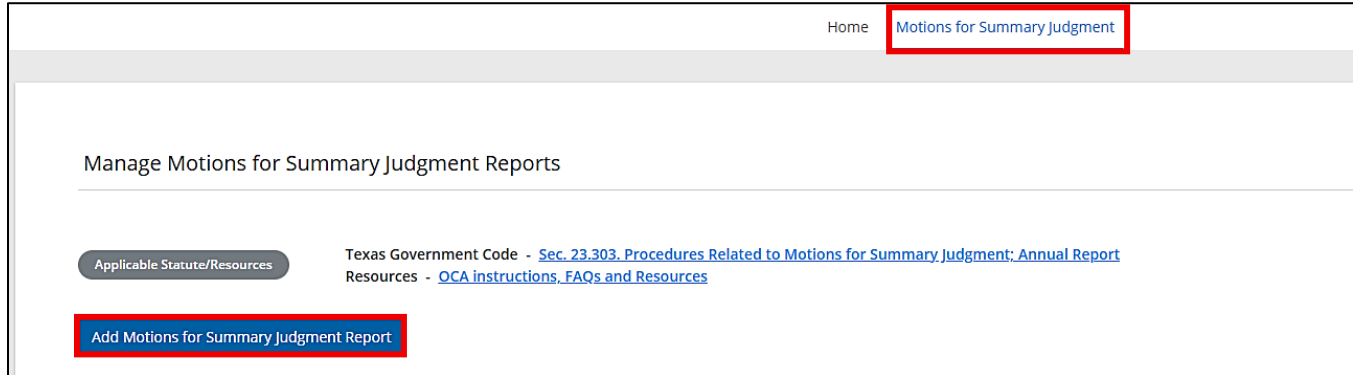
Important: County Clerks in counties without a Statutory County Court will not be able to access the MSJ Report Submission screen because the reports are not required for Constitutional County Courts.

Entering a Report

Step 1: Select the **Motions for Summary Judgment** tab.

Step 2: Click **Add Motions for Summary Judgment Report**.

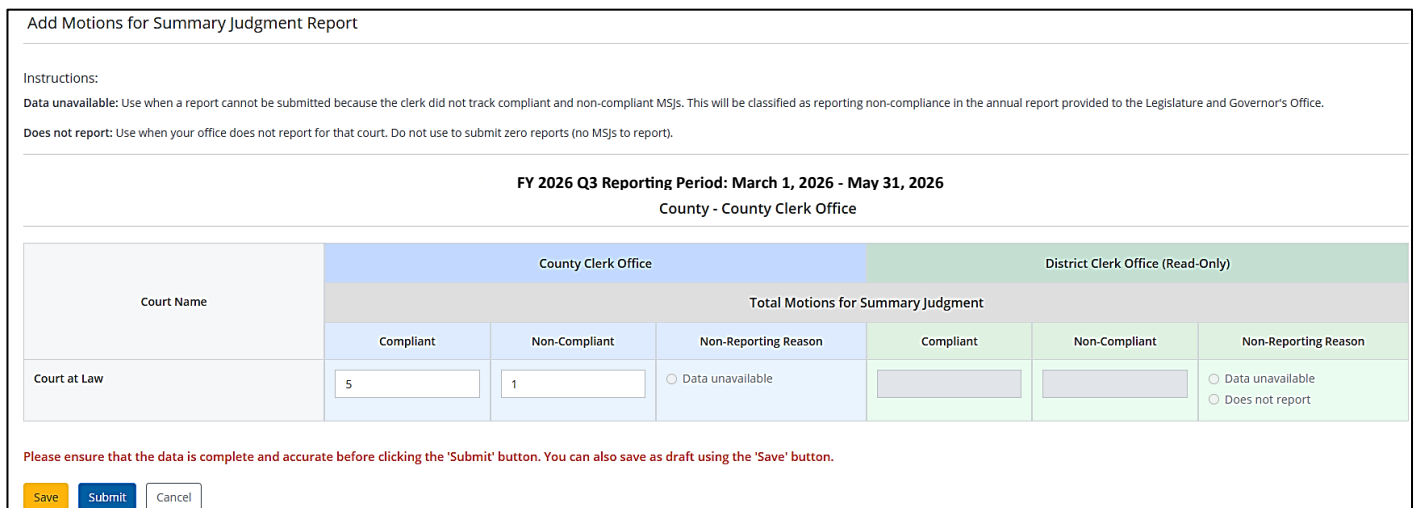
Step 3: Enter information for every court listed for your office.



Reports received from the District Clerk and County Clerk will both be shown; however, only the reporting fields applicable for your office will be available for entry based on your login.

If a court has reportable MSJs during the quarter:

1. **Compliant:** Enter the total number of MSJs with both requirements met:
 - Hearing/submission date falls within 60 or 90 days of the motion's filing; and
 - Judgment/ruling file date falls within 90 days of the hearing/consideration docket entry date.
2. **Non-Compliant:** Enter the total number of MSJs with one or both requirements not met.



Court Name	County Clerk Office			District Clerk Office (Read-Only)		
	Compliant	Non-Compliant	Non-Reporting Reason	Compliant	Non-Compliant	Non-Reporting Reason
Court at Law	5	1	☐ Data unavailable			☐ Data unavailable ☐ Does not report

No reportable MSJs during the quarter:

If a court does not have any reportable MSJs during the quarter enter “0” in the Compliant and Non-Compliant fields for that court.

Important: Criminal courts must still be reported by entering “0” in both fields.

Non-Reporting Reason

☒ Data unavailable

Select when a report cannot be submitted because the clerk did not track compliant and non-compliant MSJs. Please note that this will be classified as reporting non-compliance in the annual report provided to the Legislature and Governor's Office.

☒ Does not report

Select when your office does not report for that court. When you select this reason for a court, future reports will default to this selection once the initial report is submitted; you will not have to select "Does not report" on subsequent reports unless and until it is changed by entering totals or selecting Data Unavailable for that court.

NOTE: Do not use this option to indicate zero MSJs to report.

Court Name	District Clerk Office			County Clerk Office (Read-Only)		
	Total Motions for Summary Judgment					
	Compliant	Non-Compliant	Non-Reporting Reason	Compliant	Non-Compliant	Non-Reporting Reason
Civil Court at Law No. 1			☒ Data unavailable ☐ Does not report			☐ Data unavailable
Criminal Court at Law No. 1			☐ Data unavailable ☒ Does not report			☐ Data unavailable

Save or Submit the Report

After entering the reports for each court listed for your office, you can **Save** a draft of the report to continue editing later. If the report is complete, click **Submit**.

Please ensure that the data is complete and accurate before clicking the 'Submit' button. You can also save as draft using the 'Save' button.

Submission Errors

If a report is left blank for any court (including criminal courts), you will receive an error message and will not be able to submit the report until the information is entered.

Crim. Court at Law No. 15	 Value is required	 Value is required	☐ Data unavailable ☐ Does not report	
Crim. Court at Law No. 15	0	0	☐ Data unavailable ☐ Does not report	

Viewing and Editing Saved and Submitted Reports

Previously saved and submitted reports can be viewed from the Manage Motions for Summary Judgment Reports page. Submitted reports may be edited and resubmitted as needed. Reports may be updated through December 1 following the end of the fiscal year.

Manage Motions for Summary Judgment Reports

Applicable Statute/Resources

Texas Government Code - [Sec. 23.303, Procedures Related to Motions for Summary Judgment: Annual Report](#)
Resources - [OCA Instructions, FAQs and Resources](#)

Manage Motions for Summary Judgment

Reporting Period

Status

All

Clear Filters

Show 10 entries

Reporting Period	Status		
03/01/2026 - 05/31/2026	Saved as Draft	Edit	View

Showing 1 to 1 of 1 entries

Previous 1 Next

In the View and Edit screens, you will be able to see the submission history for the report at the bottom of the page:

History		
Motion Summary Judgment History		
User	Action	Date (Central Time)
Clerk, Mary	Modify	8/21/2026 4:20:48 PM
Clerk, Mary	Modify	8/21/2026 4:09:50 PM
Clerk, Mary	Submit	8/19/2026 11:08:37 AM
Clerk, Mary	Submit	8/19/2026 9:48:20 AM
Clerk, Mary	Submit	8/19/2026 8:59:03 AM
Clerk, Mary	Submit	8/19/2026 8:53:49 AM
Clerk, Mary	Save as Draft	8/19/2026 8:40:59 AM

In the Edit screen, make all necessary changes and click **Submit**.

Email reporting questions to judinfo@txcourts.gov.