

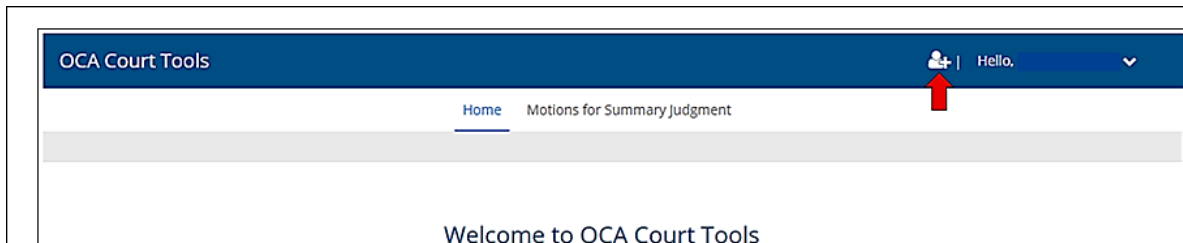
MANAGING COURTAL USER RIGHTS TO ENABLE MSJ REPORT SUBMISSION

A notification was sent on 9/1/2026 to the email address of the person who has User Management rights in Courtal, which is typically the elected clerk but may be a senior deputy clerk if those rights were assigned to that person. The Courtal manager in your office will need to assign the Manage Motion for Summary Judgment rights to each person who will be submitting the MSJ reports for your office. See **MSJ Submission Information** and the “**MSJ Courtal Report Submission Instructions**” that were recently added to the OCA MSJ website:

<https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/motion-for-summary-judgment/>

The person who has Manage User rights will need to log into Courtal.

Click on the icon at top right of your screen (indicated by red arrow below):



Select “Edit” for the user profile to be edited, then scroll down and select Manage Motion Summary Judgment:

Save the changes. Use these steps to Edit the profile of each user in your office who will need to submit MSJ reports in Courtal.

If you do not have Manage User rights in Courtal, the person in your office who has Courtal Manage User rights will need to perform these steps for each user in the office who will be submitting MSJ reports. If the person who will Manage Users does not see the Manage MSJs tab when he/she logs into Courtal, he/she will first need to manage their own User profile to add Manage MSJ rights, then he/she will be able to assign this right to other users.