

From: [OCA Judicial Information](#)
To: [OCA Judicial Information](#)
Subject: OCA Motions for Summary Judgment Report Portal Now Open
Date: Tuesday, September 1, 2026 9:21:58 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Dear District and County Clerks,

The Motions for Summary Judgment (MSJ) Report submission portal is now available. FY 2026 3rd and 4th Quarter reports are due by **September 20, 2026**. Subsequent quarterly reports are due by the 20th of the month following the end of each quarter of the state fiscal year.

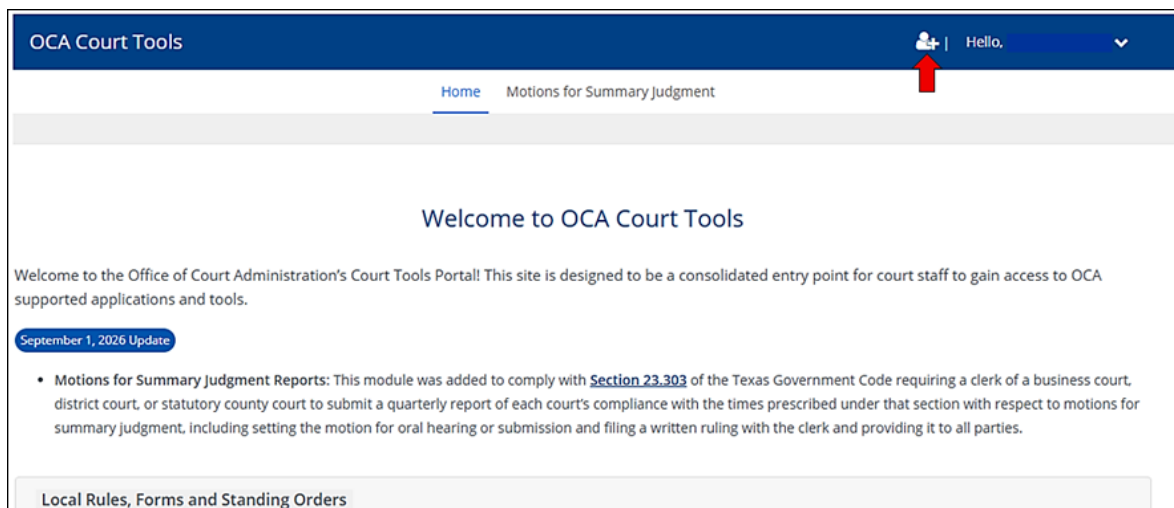
Reports should be submitted through the OCA Court Tools (Courtal) website: <https://courtal.txcourts.gov/>. No submissions outside of Courtal will be accepted. Please visit the MSJ webpage at <https://www.txcourts.gov/reporting-to-oca/district-county-court-level-reporting/motion-for-summary-judgment/> for [MSJ Courtal Report Submission Instructions](#) and all MSJ reporting resources.

Accessing the MSJ Portal

District and County Clerks have access to the Courtal [website](#) for submission of protective orders; citations by publication; and local rules, forms, and standing orders.

To add users and give access to MSJ reporting, log in and select **Manage Users**.

Fill out the **Edit User** page for each authorized staff member.



OCA Court Tools +

Edit User

First Name*

Last Name*

Email Address*

User Account Access ☒ Active

Allows you to activate/inactivate the user account

County Your County Name

User Court(s)* ☒ Court at Law

Select court ☒ Court at Law

Is the user being added a Magistrate* ⌵

No

User Account Rights*

Allows you to select/deselect the user rights

☐ Manage Citation by Publications

☐ Manage Local Rules, Forms, Standing Orders

☒ Manage Motion Summary Judgement

☐ Manage Protective Orders

Please email reporting questions to judinfo@txcourts.gov.

Thank you,



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 Texas Office of Court Administration
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