

# TAMES Records Submission Portal (RSP)

## User Guide



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## Version History

Version	Date	Author	Description of Change
1	10/12/11	Charlotte Velasco	Initial version
2	04/04/13	Charlotte Velasco	Updated to reflect change to the “File List” section of the “Send Document” web page.
3	08/01/13	Charlotte Velasco	Updated the “File List” section of the “Send Document” web page to reflect that Sealed Yes/No selection and Description are required fields.

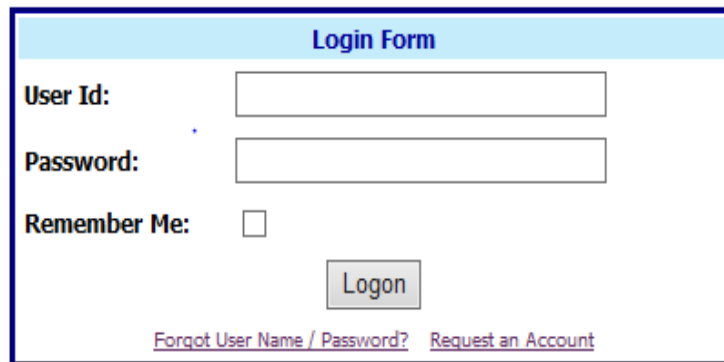
## Overview

The purpose of the Texas Appeals Management and eFiling System's Records Submission Portal is to serve as the means by which Trial Court Clerks and Court Reporters send electronic Clerk's Records and electronic Court Reporter Records including Exhibits and Motions to the appellate courts.

## Login and Account Request

The TAMES RSP Login and Account Request forms are accessed via your web browser from the following URL: <https://www.rsp.txcourts.gov/>

The Login Form is located on the initial screen displayed from the above URL.



The screenshot shows a web form titled "Login Form" with a light blue header. It contains three input fields: "User Id:" with a text box, "Password:" with a text box, and "Remember Me:" with a checkbox. Below these fields is a "Logon" button. At the bottom of the form, there are two links: "Forgot User Name / Password?" and "Request an Account".

Click on the [Request an Account](#) link displayed in the bottom right of the Login Form to request an account, and the following screen will appear.

<b>Request User Account</b>	
<b>Fields marked in boldface are required</b>	
<b>First Name:</b>	<input type="text"/>
Middle Name:	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
Suffix:	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Contact Phone</b>	<input type="text"/>
<b>#:</b>	<small>(555) 555-5555 - or - 555-555-5555</small>
Extension:	<input type="text"/>
<b>Account Type:</b>	- Select - <input type="button" value="v"/>
<b>Appellate Court Name:</b>	- Select - <input type="button" value="v"/>
<small>(Select the Appellate Court in your Trial Court's geographical region. Once an account is created, files may be sent to any Appellate Court currently accepting files from the TAMES Records Submission Portal.)</small>	
<b>Security Policy Affirmation:</b>	<input type="checkbox"/> I affirm the information supplied is my own personal information and I will uphold the security and confidentiality of account credentials provided to me.
<input type="button" value="Submit Request"/>	
<a href="#">Logon</a>	<a href="#">Forgot User Name / Password?</a>

Enter the requested information, noting that fields marked in **bold** are required fields. The two available Account Type values are Court Clerk and Court Reporter. In the last field displayed, select the Appellate Court in your Trial Court's geographical region. Your account request will be routed to the Appellate Court for approval.

Once your account request is approved and your account is activated, you will receive an email notification containing your username and a separate email notification containing your password.

The [Forgot User Name / Password?](#) link on the Login screen can be used to generate an automated email notification of your user name and/or password to the email address provided in your 'Request User Account' form.

## Send Document

Once logged in, the **Send Document** screen is accessed from the **Send Document** button in the top navigation bar. Note that your account name and last login date and time are displayed just below the top navigation bar.

**Required fields:** Fields marked with an asterisk (\*) are required data fields.

**Navigation:** The tab key or mouse is used to navigate from one data entry field to another. The scroll bar is used to navigate up and down the screen.


### Appellate Case Information

1. Select the Appellate Court Name from the drop-down selection list (each of the sixteen Appellate Courts is listed in the selection list).
2. Enter the Appellate Case Number (this isn't a required data field since there may be an occasional instance in which the Appellate Case Number is unknown at the time a document is sent; in the majority of instances however, this data should be entered).
3. Enter the Appellate Style (if available).

### Document / Fee Information

*Note that when the Supreme Court is selected in the Appellate Case Information section a checkbox appears in the Document/Fee Information section that should be checked if you are sending a document for Disciplinary Appeals. Otherwise, proceed to item 4.*

4. Select the Document Type from the selection values of: Clerk's Record, Court Reporter's Record, Exhibit, Motion, Notice of Assignment, Other.



## TAMES RECORDS SUBMISSION PORTAL - RSP

TCO: Tx Courts Online Home

Welcome Charlotte Velasco!

Last Logged In: 4/5/2013 7:41:21 AM

Send Document
Reports
Training Video
My Account
Administration
Log Out
(Site Best Viewed at 1024x768+)

### Send Document

Fields marked with an asterisk (\*) are required.

#### Appellate Case Information

Appellate Court Name \*  Appellate Case #

Appellate Style

#### Document / Fee Information

Document Type \*  Sent on Behalf Of

Record Cost

Payment Received From

Payment Status

Document Description

#### Trial Court Information

5. Enter the "Sent on Behalf Of" information. The purpose of the 'Sent on Behalf Of' information is to let the appellate clerk know who to contact regarding the record. The user may be sending records on behalf of another person. For example, the Deputy Clerk may be sending on behalf of the Court Clerk.
6. Enter the Record Cost (numeric value with two decimal places).
7. Enter the "Payment Received From" information.
8. Enter the Payment Status by selecting Paid, Unpaid or Unknown from the drop-down selection list of values.
9. Enter the Document Description. The Document Description applies to the entire transaction. It allows the user to add comments, remarks or description of the document. For example "this document contains multiple files that comprise Exhibit A".

## Trial Court Information

10. Select the Trial Court County from the drop-down list of values.
11. Select the Trial Court Name from the drop-down list of values. The specific list of values displayed is driven by the selected Trial Court County.
12. Enter the Trial Court Case/Cause Number.
13. Enter the Trial Court Style.

*If drop-down selection list values are not displayed, first check that any preceding drop-down selection lists associated with required fields, such as Appellate Court Name or Trial Court County, have been populated. The next step is to ensure that your web browser (such as Internet Explorer) is set to display all websites in Compatibility View (see the instructions to [Adjust Compatibility View Settings](#) in the Support Information section at the end of this document).*

Trial Court Information	
Trial Court County *	<input type="text" value="- Select -"/>
Trial Court Name *	<input type="text" value="- Select -"/>
Trial Court Case/Cause # *	<input type="text"/>
Trial Court Style *	<input type="text"/>
File List	
<input type="text"/>	<input type="button" value="Select"/>
<small>Note: Valid file types include .pdf, .mp3, and .mp4. File size limit for PDFs is 100MB. File size limit for MP3 and MP4 files, as well as the cumulative file size limit for the total of files being transferred, is 2GB.</small>	
<input type="button" value="Send"/>	

## File List

*Note that files are to be submitted in PDF format with the only exceptions being video and audio files [audio and video files may be submitted in MP3 or MP4 format with a file size limit of 2GB; file size limit of PDF files is 100MB]. Due to the resulting size of PDFs created from scanned*

*documents, the goal is to create PDFs from electronic text files such as Microsoft Word and minimize creation of PDFs from scanned document files to the extent possible. It is understood that certain exhibits may only be available as scanned document files converted to PDF. When scanning such exhibits scan each image in black and white with a resolution of 300 dots per inch (dpi). Additional specifications for Clerks are documented in appellate court rules and specifications for Texas Court Reporters are documented in the Uniform Format Manual.*

14. Click the “Select” button and browse to locate and select the file you would like to send. Notice the displayed progress bar indicating upload of the file. Once the progress bar shows as complete, the Sealed List and Description fields appear.

*Note that any file added can be removed by clicking the “Remove” button located to the right of the file name. The radial button displayed to the left of the file name will show as yellow while the file upload is in progress, green when successfully uploaded, and red to indicate a problem that would prevent the file from being sent.*

The screenshot shows a web interface titled "File List". At the top left, there is a green dot next to the file name "Acronyms.PDF" and a red "x" icon with the text "Remove" next to it. Below the file name, there is a "Sealed List" dropdown menu currently set to "--Select--" and a "Description" text input field. A "Select" button is located below these fields. At the bottom right of the interface is a "Send" button. A red note at the bottom of the interface reads: "Note: Valid file types include .pdf, .mp3, and .mp4. File size limit for PDFs is 100MB. File size limit for MP3 and MP4 files, as well as the cumulative file size limit for the total of files being transferred, is 2GB."

*The file extension must be .pdf, .mp3 or .mp4 with each .pdf file being no larger than 100 megabytes or each .mp3 or .mp4 file no larger than 2GB. Files greater than the file size limit should be separated into multiple smaller files. Cumulative file size must not exceed 2GB.*

*NOTE: The Sealed List and Description fields appear only after you have selected a file. If these fields do not appear upon selecting a file, see the instructions to [Adjust Compatibility View Settings](#) in the Support Information section at the end of this document.*

15. Sealed List designation. Select “Yes” or “No” from the drop-down selection list to indicate whether the file being sent is a Sealed File. **Selection of “Yes” or “No” in this field is necessary as this is a required field.**



- 16.** Enter a file Description. The Description allows the user to enter information specifically for a file. For example “this file contains Volume 2 of Exhibit A”. **Entry of a description is necessary as this is a required field.**
- 17.** If your document is composed of multiple electronic files, then click the “Select” button and repeat the process of adding a file.
- 18.** Once each of your files have been entered, click the “Send” button to transmit your document to the specified Appellate Court.
- 19.** A Confirmation Form will appear once your transmission completes. An example screen print is shown below. Note that if multiple files were sent it’s helpful to verify that each file is listed on the confirmation page.
- 20.** The “Send Another Document for this Case” button at the bottom of the Confirmation Form can be used to bring up a new Send Document screen pre-populated with pertinent field entries carried over from the Send Document screen associated with the displayed Confirmation Form. The “Send Document for Another Case” button can be used to bring up an empty Send Document screen directly from the Confirmation Form.

Confirmation – Please Print this Form

Files have been successfully sent! Your trace number is [86].

It is strongly recommended that you print this confirmation message and keep it for your records as it is the only record of what you sent. This confirmation message cannot be re-displayed once this form is closed.

Send Document

Fields marked with an asterisk (\*) are required.

Transaction Details

Trace Number 88 Date/Time Sent 4/5/2013 9:43:04 AM
Sender Charlotte Fay Velasco Sender Type 1
Phone Number 512-463-8117 Email Charlotte.Velasco@courts.state.tx.us

Appellate Case Information

Appellate Court Name \* 14th Court of Appeals Appellate Case # 14-13-00037-cv
Appellate Style test

Document / Fee Information

Document Type \* Clerk's Record Sent on Behalf Of cvelasco
Record Cost 2,500.00
Payment Received From cvelasco
Payment Status Paid
Document Description test

Trial Court Information

Trial Court County \* Harris
Trial Court Name \* 174th District Court
Trial Court Case/Cause # \* 534375
Trial Court Style \* test

File List

Note: Valid file types include .pdf, .mp3, and .mp4. File size limit for PDFs is 100MB. File size limit for MP3 and MP4 files, as well as the cumulative file size limit for the total of files being transferred, is 2GB.

Uploaded files:

Table with 4 columns: Sealed, File Description, File Name, File Size (Bytes). Contains two rows of file data.

Buttons: Send Another Document for this Case, Send Document for Another Case

## Support Information

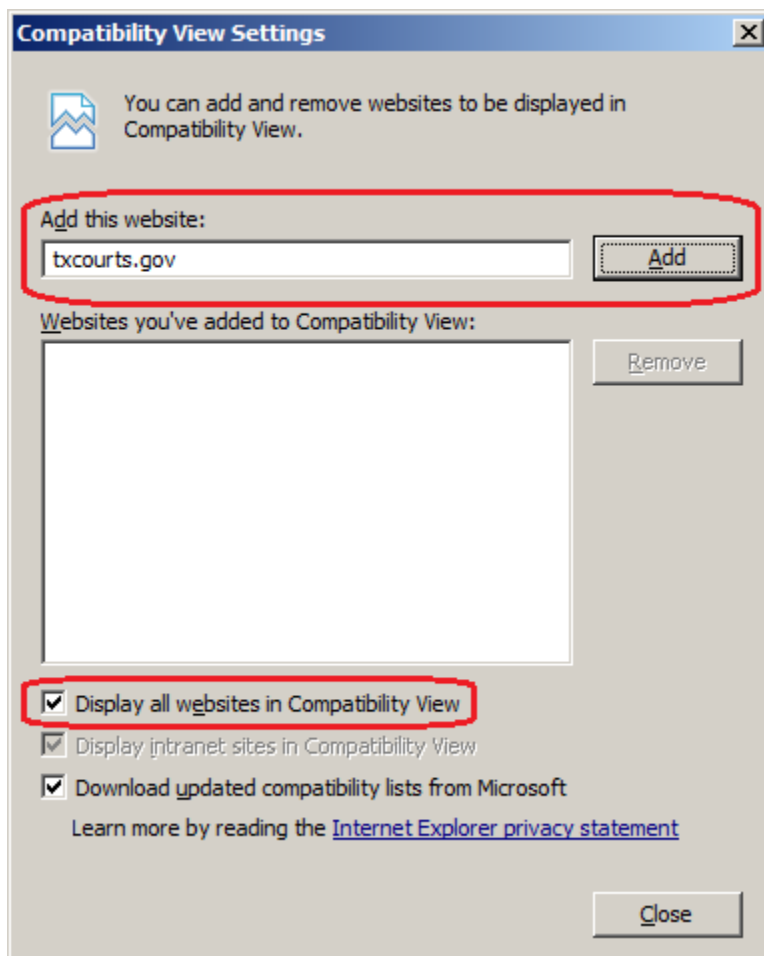
Support contact information for this software is displayed in the footer section of each TAMES RSP web screen.

OCA Service Desk software support can be reached via email at [Service.Desk@courts.state.tx.us](mailto:Service.Desk@courts.state.tx.us).

### **Adjust Compatibility View Settings:**

If you do not see noted fields (e.g., “Sealed File” and “Description” in steps 15 and 16 above) and you are using Internet Explorer, do the following:

- Go to **Tools -> Compatibility View settings** (The keyboard shortcut is: ‘Alt-o’ then ‘b’)
- From the Compatibility View Settings dialog, you can enter ‘txcourts.gov’ and click the **Add** button, or check the box to Display all websites in compatibility view.



## Glossary

DPI – Abbreviation of *Dots Per Inch*. DPI is a measure of the resolution of a printer.

OCA – Abbreviation of *Office of Court Administration*.

PDF – Abbreviation of *Portable Document Format*. Formerly a proprietary format created by Adobe Systems, PDF was officially released as an open standard file-format for document exchange on July 1, 2008.

RSP – Abbreviation of *Records Submission Portal*.

TAMES – Abbreviation of *Texas Appeals Management and eFiling System*.

URL - Abbreviation of *Uniform Resource Locator*, the global address of documents and other resources on the World Wide Web.