

Municipal Court Document Upload – How To Use

Use this website to send documents safely to the Municipal Court. You can also check the status of your documents.

👉 **Go to the portal:** <https://cityapps.sugarlandtx.gov/courts-document-upload>

Step 1: Create an Account

1. Click **Register** at the top right.
 2. Fill in all the boxes. (Middle name is optional.)
 3. Click **Register**.
 4. Open your email. Click the link in the email to confirm your account.
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Step 2: Log In

1. Click **Login**.
 2. Type your email and password.
 3. Check your email for a code.
 4. Enter the code within 10 minutes.
 5. You are now logged in.
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Step 3: Upload a Document

1. Go to **MyDashboard**.
 2. Drag and drop your file into the box, *or* click the box to choose a file.
 3. Only **PDFs under 4MB** are allowed.
 4. Do **not** upload password-protected PDFs.
 5. Click **Upload**.
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Step 4: Check Your Documents

- After upload, your files will show in a list.
 - To view, click **View**.
 - You will also get an email about your upload.
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Step 5: See the Status

Your document will show one of these:

- **Pending Review** – Staff have not checked it yet.
- **Rejected** – Not accepted. (Check your email for details.)
- **Accepted** – Approved.

Additional (helpful) links:

- [Convert to .pdf via Android](#)
- [Convert to .pdf via IOS \(Iphone\)](#)