



OSCAR

Applicant User Guide
revised July 2010

OSCAR Applicant User Guide

July 6, 2010

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Thurgood Marshall Federal Judiciary Building
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1. System Overview

Welcome to the Online System for Clerkship Application and Review (OSCAR)—a web-based system that streamlines federal law clerk and appellate staff attorney hiring. Using OSCAR, applicants can review judges and their clerkship opportunities and appellate staff attorney offices and their staff attorney opportunities. For clerkship and staff attorney opportunities that have email, fax, or mail methods of application, the applicant can review the position description and application requirements in the system. If the judge or staff attorney office is accepting online applications, applicants can use OSCAR to submit complete online applications and to request that recommenders file letters of recommendation on their behalf.

To use OSCAR, applicants must register on the OSCAR website and create a profile with contact, background, and educational information. From that point, users can upload their application materials, research position vacancies, and submit electronic applications. This user manual provides guidance to applicants in performing these functions:

- Obtaining a password
- Logging into the system
- Updating user profiles in OSCAR, which contain general contact information and education
- Changing of passwords using the My Account tab
- Uploading and managing documents (resume, cover letters, writing samples, and grade sheets)
- Identifying recommenders and submitting recommendation requests
- Researching clerkship and staff attorney opportunities
- Creating and managing clerkship and staff attorney folders to organize your searches
- Building and submitting online applications

 Recommendations are a common source of confusion. Remember, you **must** build an application for your recommendation requests to be made available to your recommenders. You must also **finalize** and **release** your applications to be viewable by the judge or staff attorney office.

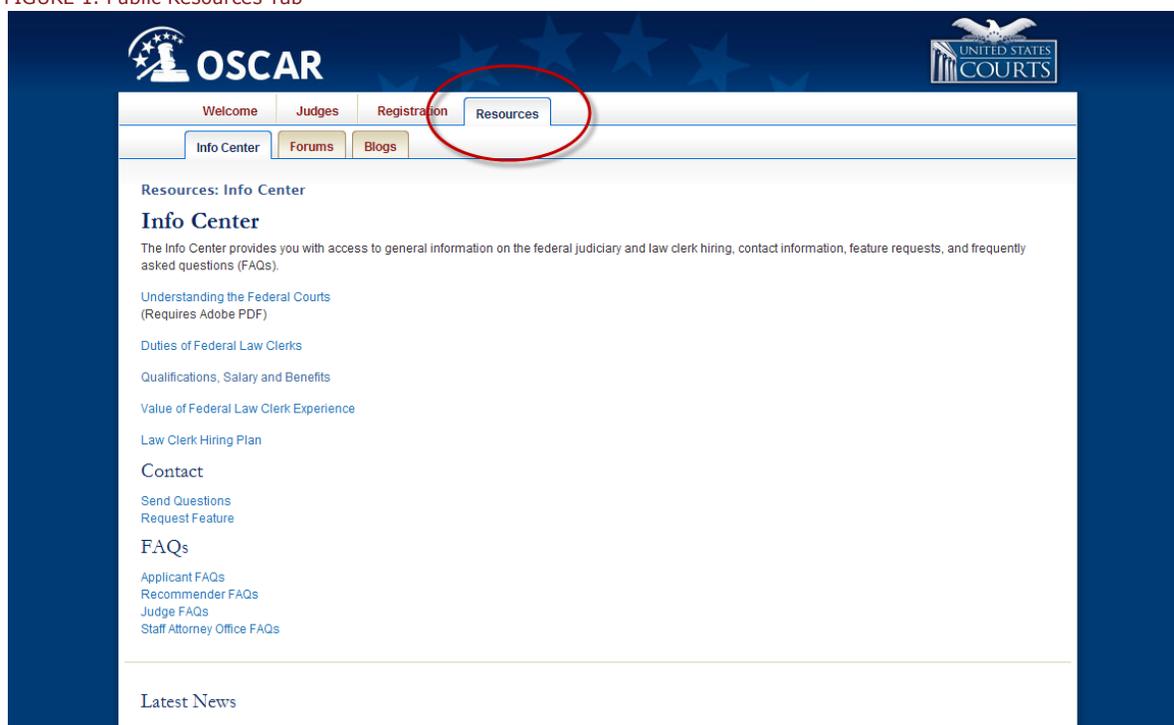
Note: All files uploaded on OSCAR must be in PDF format--all other document formats are not accepted. OSCAR requires that applicants type their grades in the online form provided for grade sheets and located under My Documents tab.

1.1. OSCAR Public Resources

OSCAR serves as the judiciary's centralized resource for notice of available clerkships and staff attorney positions, clerkship and staff attorney application information, and law clerk and staff attorney employment information. Even non-logged in users can use the informational resources to access information on federal law clerk and appellate staff attorney hiring. From the OSCAR public home page, users can access the following:

- Judges, staff attorney offices, law school administrators, recommenders, and applicants who have accounts can directly log into the system to engage in their law clerk and staff attorney application process.
- Visitors to the website can review the list of OSCAR participating judges.
- New applicants can register for an account by completing the online registration form.
- Under the publicly available Resources tab (figure 1) is the Info Center—a page with general information on the federal judiciary and law clerk hiring, contact information, and frequently asked questions (FAQs). A public discussion forum as well as the OSCAR News blog are also available under this tab.

FIGURE 1. Public Resources Tab



2. Access OSCAR

2.1. Help Desk

Questions on using OSCAR should be directed via email at oscar-support@ao.uscourts.gov. The OSCAR Help Desk can also be reached toll-free at 1-866-666-2120 Monday through Friday, between 8:30 a.m. and 5:00 p.m. (EST). Most applicants will be directed to their school's career office for personal assistance.

2.2. OSCAR Informational Resources

OSCAR's Resources tab, accessible from the main navigation bar, is a central repository for system documentation. Under the Resources tab is the Info Center—a page with general information on the federal judiciary and law clerk hiring, contact information, and frequently asked questions (FAQs). A public discussion forum as well as the OSCAR News blog are also available under the Resources tab. Once you have logged into OSCAR, you can also access the Applicant Resources sub-tab. This is a repository of applicant-specific information, including user guides, tip sheets/instructions (Tips & Tricks), and online video tutorials.

2.3. Using Oscar's Online Help Feature

OSCAR provides an online Help feature for you to access when you have system questions. Help is available from each screen by clicking **Help** in the main menu bar. Doing this will display an indexed and searchable list of all Help questions/answers for the applicant user interface.

2.4. Hardware and Software Requirements

The following hardware and software is needed for the OSCAR system.

- A personal computer running a standard operating system such as Microsoft Windows and high-speed Internet access is recommended. A dial-up modem connection will probably be too slow for effective use of OSCAR.
- For optimal interface performance, use current browser resources (e.g., Internet Explorer 7.0 or more current, Firefox 2.0 or more current).
- You will also need access to Adobe Acrobat Reader 6.0 or 7.0 (Download links for Adobe Acrobat Reader are presented in the system).

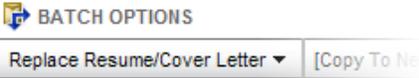
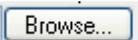
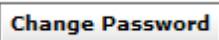
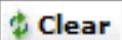
 **Warning:** OSCAR may not behave correctly with multiple instances open on your computer when creating documents and applications. There can also be issues with Internet browsers that have the multi-tab feature (FireFox, IE 7, etc.). It is best practice to only log into OSCAR once and have only one tab open.

2.5. Basic User Interactions

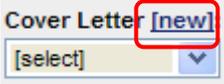
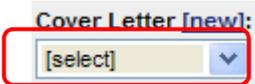
Users normally interact with the OSCAR system in four ways:

- Entering information in data fields
- Using the mouse to click on hyperlinks
- Selecting command buttons to direct system activities
- Uploading of files/documents

2.6. Key System Terms

Term	What to Look For	Description
Accessible Mode		Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site.
Add New		Allows applicants to add a new item.
Apply Search		Button where the user clicks to apply the desired search.
Available		Position that is accepting applications.
Back		Returns the user to the previous OSCAR screen. (Note: Use the Back button within OSCAR, NOT the back button on your browser window.)
Batch Options		A menu of operations that will be put forward for all of the checked (<input checked="" type="checkbox"/>) items on the list displayed on the screen. The operations that the user can select include: Replace Resume/Cover Letter, [Copy to New Folder], Copy to Existing Folder, Remove from Existing Folder, Delete Folder, Finalize Applications, and Save as Excel.
Browse		Use to search for a file on your computer system to upload into the OSCAR database.
Cancel		Return to the previous page without saving changes.
Change Folders		Allows user to copy a clerkship or staff attorney position from one folder to another folder.
Change Password		This button allows the user to change his/her system-generated OSCAR password.
Clear		Clears selected search criteria.

Clear All		Allows the user to clear all checkboxes selected on a multi-page list.
Clerkship List/ Positions List		These tabs are only present on judge or staff attorney records if the judge or staff attorney has available positions.
Column Sort/Reverse Column Sort		The presence of one of these small triangles, located at the end of a column header, indicates this OSCAR table may be sorted (or reverse sorted) by that category.
Copy to Folders		Available for the user to copy a clerkship/judge or staff attorney position/office to a folder.
Create Application		Stores application materials as a Draft and allows you to trigger recommendation letter requests to your selected recommenders.
Deactivate Account		This button is available to deactivate your OSCAR account. It is required that you select a "reason."
Delete	 or 	This button deletes an item.
Edit		Allows you to edit the contents of an application packet while it remains in draft status.
Finalize Application		You must click this button when your application is ready; otherwise, the judge or staff attorney office will never be able to see it. Remember: Once you click Finalize Application , you will no longer be able to make any changes to your application packet.
Help		Opens the OSCAR help topics window. (Note: The Help button is located at the top right-hand corner of the screen.)
Judge Details		Displays judge general information (including chamber notifications). The system displays this information for all OSCAR participating judges.

Jump		Moves directly to and displays the selected page (in a multi-page list).
New		As application materials are being selected for an application packet, this option allows the user to create (with an online editor tool) OR upload new documents. (Documents not previously entered on the My Documents tab.)
Next (button)		Brings user to next screen after entering data.
Next	Next >	Shows the next page (in a multi-page list).
Paste As Plain Text		OSCAR's online editor only allows users to paste as plain text. This button strips out formatting from anything copied into the editor. You will need to use the online editor's own formatting tools when creating cover letters.
Preview PDF		Clicking on one of these small icons will allow you to preview a PDF document in another window.
Previous	< Previous	Shows the previous page (in a multi-page list).
Required Field		Indicates data entry into this field is required before the Save or Submit button can be used.
Return to Clerkship List		This button, located on the Clerkship Details tab (where an application is built), returns you to the list of clerkships for the selected judge.
Return to Positions List		This button, located on the Position Details tab (where an application is built), returns you to the list of positions for the selected staff attorney office.
Save		Saves your work and leaves you on the current page.
Select		This pull-down menu allows the user to access documents previously saved on the My Documents tab.

Select All		Allows the user to select all individuals on a multi-page list.
Staff Attorney Office Profile		Displays staff attorney office general information (including office notifications). The system displays this information for OSCAR participating staff attorney offices.
Submit		Saves your work and brings you back to the previous screen.
Update Application		Use this button to save changes in document or recommender selections in a draft application.
Update Profile		Saves changes to your OSCAR profile.
Upload		This button allows the user to upload a PDF document to the OSCAR database.
View & Apply		Takes you to position details and build application screen from a list of clerkship or staff attorney positions.
Withdraw		Permanently removes an application that is viewable by the judge or staff attorney office. You will not be permitted to reapply or resubmit to this position.

2.7. Application Status Codes

OSCAR displays application status codes that indicate if you have applied to a position, withdrawn an application, placed an application in draft, or if a judge or staff attorney office requested an updated document for an application.

Term	Icon	Description
Draft		Draft application for later submission.
Finalized		Finalized application.
Withdrawn		Withdrew an application.
Update		Request by a judge or staff attorney office to the applicant to update an application document.

2.8. Document Codes

OSCAR displays icons that represent the various document types in the system.

Term	Icon	Description
Application		View an entire application packet, including cover sheet and all documents.
Resume		Applicant's Résumé.
Cover Letter		Applicant's Cover Letter.
Law Grade Sheet		Unofficial Grade Sheet for Law Degree.
Other Grade Sheet		Unofficial Grade Sheet for Advanced Degree.
Undergraduate Grade Sheet		Unofficial Grade Sheet for Bachelors Degree.
Writing Sample		Applicant's Writing Sample.

2.9. Overview of the Application Steps in OSCAR

i Although applying for positions in OSCAR may seem complex at first, it is a straightforward process that can be broken down into four basic steps:

- Upload Documents
- Identify Recommenders
- Research and Manage Positions
- Submit Applications

A basic understanding of the application process will allow you to more effectively use the OSCAR system in your goal of securing a federal clerkship or appellate staff attorney position.

Step One: Upload Documents

- Before you can begin building your applications, you will need to upload the documents you plan to submit—cover letter, resume, grade sheet(s), and writing sample(s)—in the My Documents section.

Step Two: Set Up Recommenders

- Use the My Recommendations section to select your recommenders ahead of time.

i Note: You must **create an application** in order for the recommendation requests to be created for your recommenders. If this is the **first time** that a recommender has been identified in the system, this will trigger an Evite email to the recommender. Most often, faculty recommenders have already received their Evite email with login information.

Step Three: Research and Manage Clerkship and Staff Attorney Positions

- Use the **search functions** in the Search For Positions tab to identify clerkship and staff attorney positions for which you wish to apply.
- Use the **folder functions** in Search For Positions tab to save/organize your search results.

Step Four: Submit Applications

- If the judge or staff attorney office is accepting online applications, build an application for submission. To do so:
 1. Place your mouse over Search for Positions on the main navigation bar. Select **Judges** or **Staff Attorneys** from the menu that appears.

2. From the Judges List or Staff Attorney Office List sub-tab, click on the highlighted link (judge or office name) of the judge or staff attorney office to whom you wish to apply.
3. This takes you to the Judge Details or Staff Attorney Office Profile screen. Click on the Clerkship Details or Positions List sub-tab to display clerkship opportunities.
4. Select an available clerkship or staff attorney position by clicking the **View & Apply** button in the Options column.
5. Review the position details and begin building the application.
 - Upload each document that you are required to submit to that judge or staff attorneys office. (**Note:** Required documents are indicated in the Clerkship Details or Position Details sub-tabs).
 - Identify your recommenders for that application.
 - Click **Create Draft Application** to store application materials as a draft.
 - The **Finalize Application** button sends your application to the judge or staff attorneys office. **Remember:** Once you click on **Finalize Application**, you will no longer be able to make any changes to your application.

Note: If a judge or staff attorney office is not accepting online applications, compile your application outside the OSCAR system and submit the materials to the judge or office per their indicated application method (e.g., email, FAX, or mail).

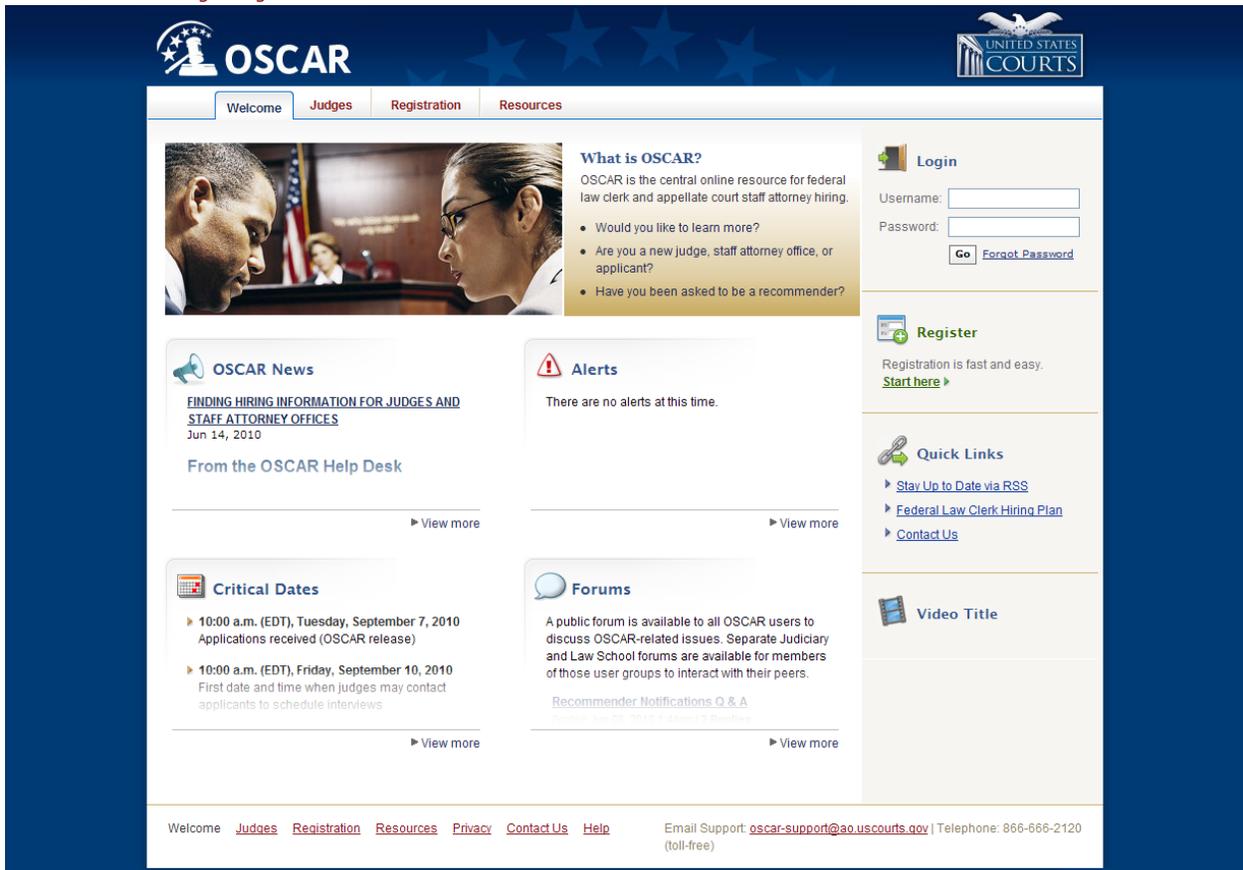
2.10. System URL

Applicants may access OSCAR through the following websites:

<https://oscar.uscourts.gov> or **<http://www.oscar.uscourts.gov>**

You may want to bookmark this site in your browser for easy access.

FIGURE 2. OSCAR Login Page



2.11. Obtaining an OSCAR Account

This section provides instructions for obtaining a username and password to gain access to the OSCAR system. When you first login to the site, click on the Registration tab at the top of the page. This will open the Registration screen. Make sure you are on the Applicant tab.

FIGURE 3. Applicant Registration Tab

OSCAR

WELCOME JUDGES **REGISTRATION** RESOURCES

Applicant Judge Staff Attorney

Applicants who wish to use the OSCAR system to search for clerkship and staff attorney positions and submit online applications need to complete the form below. This form allows you to create your own username and password. Once all required fields are completed, click the **Submit** button and OSCAR will take you directly into your new OSCAR account.

General Information

First Name*:

Middle Initial:

Last Name*:

Email Address*:

Address*: ADDRESS

Street*:

City*:

State/Territory*:

Zip*:

Country:

Contact Phone Number*:

Other Phone Number:

Username*: Please Choose a username

Password*:

Confirm Password*:

Email Frequency: Periodically the OSCAR system will send out automated emails to inform applicants of new position opportunities. You may choose "weekly" or "daily" to receive them, or "never" if you would not like to receive them.

Daily Weekly Never

Preferred Types: If you would like to limit notifications to a specific type, please choose below. Otherwise you will receive notices for all types.

Bankruptcy Judge

Circuit Judge

District Judge

Magistrate Judge

Special Master

Staff Attorney Office

Preferred States: If you would like to limit notifications to specific states, please select below. Otherwise you will receive notices for all states.

Receive Reminders*: Choose to receive reminders when you have applications in Draft. All applicants can create an application and maintain that application in draft status while working on it. However, applicants must log in and finalize their applications to release them for viewing by the judge.

Daily Weekly Never

Complete all required fields (marked with *), making a note of the username in particular.

FIGURE 4. Applicant Registration Tab Cont'd

Academic Information

BA/BS From*: Enter a keyword below and click Go to see a list of matching schools.

Date of BA/BS*:

JD/LLB From*:

Date of JD/LLB*:

LLM From:

Date of LLM:

Class Rank*: Many law schools do not provide class rankings for any of their students. To ensure equitable treatment of students from those schools, OSCAR has been configured so that a search on any percentage ranking will return all applicants from those schools. They will be identified in a search result by the words "School does not rank" in the class rank column.

A few law schools rank only a portion of their students. Ranked students from those schools will be returned with a search on a percentage ranking; unranked students will not (although they will show in other searches, e.g., by law school). Unranked students from those schools will be identified in a search result by the words "Student is not ranked" in the class rank column.

Law Review/Journal: yes no

If No, does your law school have a law review/journal?:
 yes no

Moot Court Participation*: yes no

If Yes, Moot Court Name(s):

Prior Judicial Experience

Judicial Internship*: yes no

Judicial Externship*: yes no

Post-graduate Judicial Law Clerk*: yes no

Professional Organization

Organizations: If a judge or staff attorney office has instructed applicants to list specific information in the applicant profile pertaining to participation in organizations, please type it here. Otherwise leave it blank. [Limit your entry to 100 characters.]

Verification of Data: By choosing Yes, I hereby confirm that all data entered in this profile and any application documents are true and correct. The information in your profile and your verification of the data will be displayed in your application packet(s).
 yes no

You must verify the account information entered and then click **Submit**.

[Welcome](#) [Judges](#) [Registration](#) [Resources](#) [Privacy](#) [Contact Us](#) [Help](#) Telephone: 866-866-2120 (toll-free)

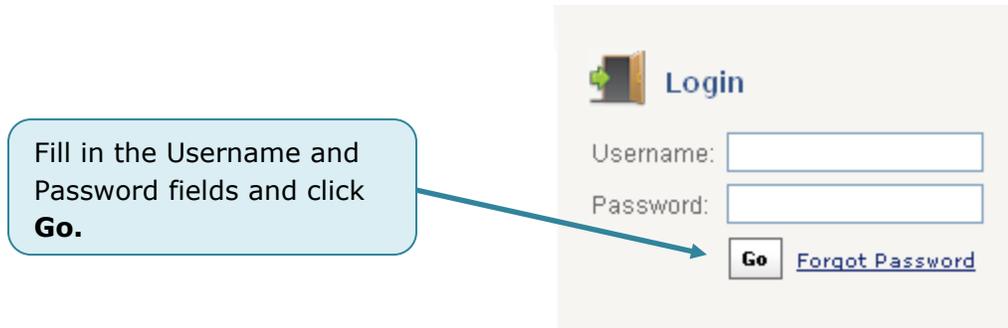
Note: You must verify that all the information you have submitted is true and correct (click **Yes** in the Verification of Data field). After your profile is complete, click **Submit** and OSCAR will directly log you into the system.

3. Home Page

3.1. Logging Into the OSCAR System

From your Internet browser, go to the OSCAR website (<https://oscar.uscourts.gov>) and enter your username and password. Click **Go** to log on.

FIGURE 5. OSCAR Login Field



3.2. Forgotten Password

The OSCAR Help Desk cannot retrieve forgotten passwords. If you forget your password, click **Forgot Password**, enter your username, and click **Go** to receive your password via email. If you forget your username, call the OSCAR Help Desk at (toll free) 1-866-666-2120 or send an email at oscar-support@ao.uscourts.gov.

3.3. Main Navigation Bar

FIGURE 6. OSCAR Navigation Bar Showing "Mouse-Over" Menus



The main navigation bar (figure 6) runs along the top of the page. It allows a user to quickly navigate through the OSCAR website. Main menu tabs have "mouse-over" functionality, so when you place your mouse cursor over a main menu tab, a sub-menu will appear. OSCAR will display the active tab as red, as in the illustration above.

3.4. Home Page

After login, OSCAR displays the Home page (figure 7) where several resources are maintained for users.

- **Getting Started**—this field provides links to a number of illustrated tip sheets and information documents to guide you in carrying out basic OSCAR tasks. There is also an interactive graphic showing the four steps of the OSCAR application process. This graphic has embedded links to relevant tip sheets.
- **OSCAR News**—The OSCAR Program Office will periodically post blogs on OSCAR issues or tasks in this section. Check back frequently.
- **Alerts**—Any system outages, federal holidays when the OSCAR help desk will not be available, or other critical information will be posted in this section.
- **Critical Dates**—The Federal Law Clerk Hiring Plan Critical Dates are shown in this section. Please note that while OSCAR abides by the Hiring Plan, we do not administer it. The committee that decides these dates is a completely separate entity from OSCAR.
- **Forums**—Here you will see recent postings in the Public Forum. You can make use of this forum to discuss OSCAR issues with your peers.
- **Quick Links**— Quick Links field contains navigational resources that allow you to quickly navigate to a particular resource or area of OSCAR. (The Quick Links list may be updated periodically.)
- **Folders**—A convenient listing of all your custom folders, divided by clerkship and staff attorney positions.

Note: If you have submitted an application and the judge or staff attorney office has requested an update to the submitted materials, you will see an Application Needs Update alert on your home page (circled in figure 7). You can click the highlighted link to go directly to the application needing an update.

FIGURE 7. Applicants Home Tab

[Accessible Mode Off](#) | [HELP](#) | [FEEDBACK](#)

[Home](#) | [My Profile](#) | [My Documents](#) | [My Recommendations](#) | [Search For Positions](#) | [My Applications](#) | [Resources](#)

Friday, June 18, 2010 | 12:49 pm | User: looking - Applicant | [Logout](#)

Getting Started

Tipsheets

- [An Overview of the OSCAR Application Process](#) (560KB, PDF)
- [How to Navigate OSCAR](#)(170KB, PDF)
- [Requirements for Uploading Documents](#) (138KB, PDF)
- [How to Upload Documents](#) (270KB, PDF)
- [How to Identify Recommenders](#) (279KB, PDF)
- [How to Search for Positions](#) (409KB, PDF)
- [How to Build an Application](#) (333KB, PDF)



Click the graphic above for a larger, interactive version

Applications Need Update

Judge: [Judge Test2](#) Term: Temporary Requested Update: cover_letter

OSCAR News

FINDING HIRING INFORMATION FOR JUDGES AND STAFF ATTORNEY OFFICES
Jun 14, 2010

From the OSCAR Help Desk

OSCAR provides applicants and LSAs with a number of search features to find judges and staff attorney offices who are hiring. When searching for available positions, all applicants and LSAs should remember that if a participating judge or staff attorney offices does not have a position posted in OSCAR, then that judge or staff attorney office is not hiring!



[Read this entry](#)
[View all Blogs](#)

Alerts

Jun 18, 2010

CHANGE IN CRITICAL DATES: The Law Clerk Hiring Plan's critical date for when judges can contact 3L applicants and schedule interviews has changed from Friday, September 10, 2010 (10:00 am EDT) to Monday, September 13, 2010 (10:00 am EDT).

Critical Dates

- ▶ 10:00 a.m. (EDT), Tuesday, September 7, 2010:
Applications received (OSCAR release)
- ▶ 10:00 a.m. (EDT), Monday, September 13, 2010:
First date and time when judges may contact applicants to schedule interviews
- ▶ 8:00 am (EDT), Thursday, September 16, 2010:
First date and time when interviews may be held and offers made

Folders

CLERKSHIP FOLDERS

- 📁 [Applied To](#) (0)
- 📁 [Available](#) (4)
- 📁 [Currentlv Hiring](#) (0)
- 📁 [Expired](#) (0)

[Add New Folder](#)

STAFF ATTORNEY FOLDERS

- 📁 [SA Test Folder](#) (0)

[Add New Folder](#)

Forums

Recommender Notifications Q & A
Posted: Jun 08, 2010 1:44pm | [2 Replies](#)
Last Post: Jun 14, 2010 2:29pm

LLM from foreign university
Posted: May 27, 2010 2:43pm | [0 Replies](#)

OSCAR Version 6 Is Available
Posted: May 15, 2010 8:51am | [0 Replies](#)

[View All Forums](#)

Quick Links

- ▶ [Federal Law Clerk Hiring Plan](#)
- ▶ [Pending Recommendations](#)

Email Support: oscar-support@ao.uscourts.gov | Telephone: 866-666-2120 (toll-free)

4. My Profile

The My Profile tab on the main navigation bar provides access to the Profile, My Account, and My History sub-tabs.

4.1. Profile

The Profile sub-tab allows you to view and edit your profile information. This includes the background and education information that you entered during your OSCAR account registration. Your profile is viewable to judges and staff attorney offices as they review your application materials (résumé, cover letter, writing sample, grade sheets, and letters of recommendation), so it is important to keep it updated and correct. To update your profile, place your mouse cursor over the My Profile tab and select **Profile** from the menu that appears (figure 8). To make changes, click the **Edit Profile** Button. After making your changes, click **Yes** in the Verification of Data field (figure 9), and click the **Update Profile** button.

Note: Whenever updating your profile information, you **must** verify that all the information you have submitted is true and correct (click **Yes** in the Verification of Data field shown in figure 9).

FIGURE 8. Updating Your Profile

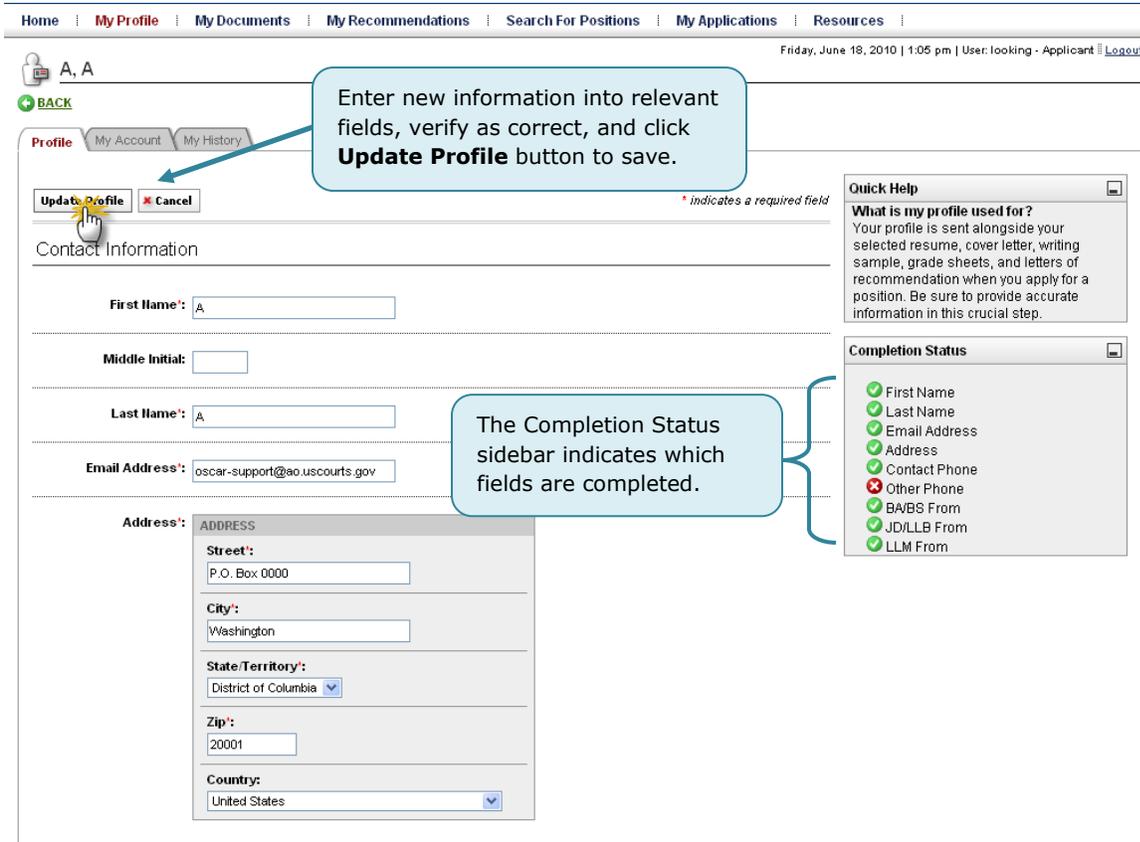
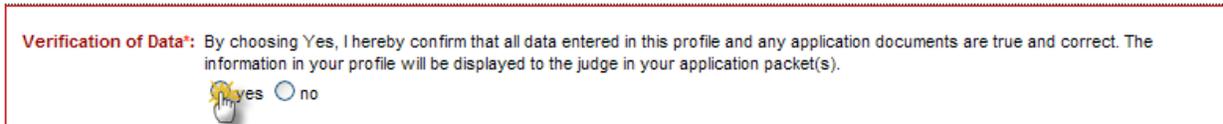


FIGURE 9. Verification of Data Field

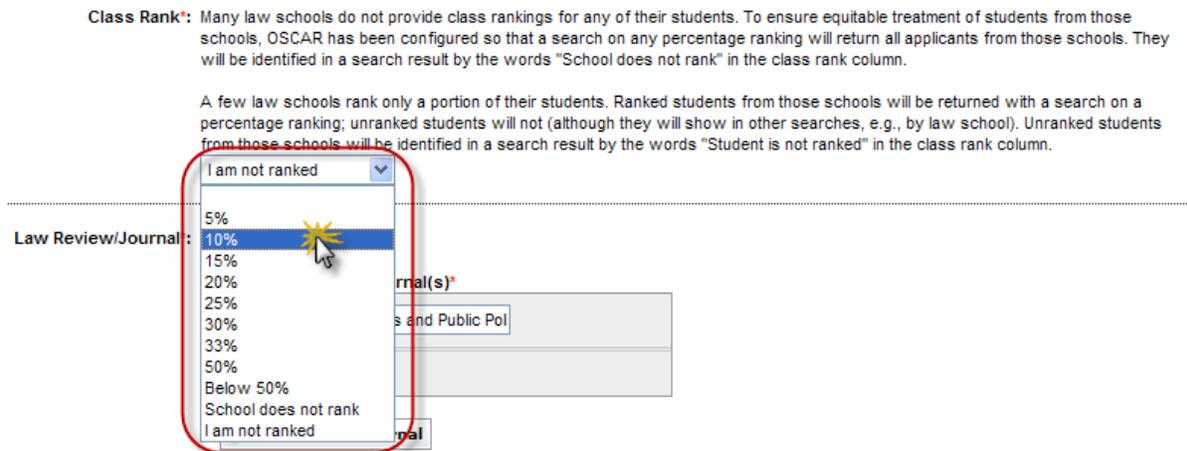


Class Rank is one of the fields under My Profile (figure 10). Your law school administrator certifies class rank for your law school. Based on this certification, the class rank that is applicable for your school will be available to you. For schools that rank, applicants can select one of the following class rank criteria: 5%, 10%, 15%, 20%, 25%, 30%, 33%, 50%, and below 50%.

For Schools that Do Not Rank: OSCAR will automatically display School Does Not Rank in their applicants’ profiles. To ensure equitable treatment of applicants from those schools, OSCAR has been configured so that a search on any percentage ranking will return all applicants from those schools. These applicants will be identified in a search result by the words School does not rank in the class rank column.

For Schools that Partially Rank: Applicants may select 5%, 10%, 15%, 20%, 25%, 30%, 33%, 50%, below 50%, and I am not ranked. Ranked students from those schools will be returned with a search on a percentage ranking; unranked students will not (although they will show up in other searches, e.g. by law school). Unranked students from those schools will be identified in a search result by the words Student is not ranked in the law school column.

FIGURE 10. Class Rank Field



4.2. My Account

The My Account sub-tab (figure 11) allows you to manage your login information, declare your availability, and deactivate your account.

FIGURE 11. My Account Tab

4.2.1. Changing Your Password

To change your password from the My Account sub-tab, type a new password in both fields and click the **Change Password** button.

4.2.2. Mark Yourself Unavailable

You may indicate a period of unavailability (e.g. if you are hired elsewhere) in your My Account settings. To mark yourself as unavailable, check **Yes** in the **I Am Unavailable** field. You will then need to enter a reason (Hired or Other) and to specify the period of time you will be unavailable. **Note:** Judges and staff attorney offices can view applicants on the Unavailable List.

Note: Placing yourself on the Unavailable List will automatically withdraw your applications, maintain your OSCAR account for future use, and store your documents until your account meets the archiving criteria due to account inactivity (or if you deactivate the account, see below).

4.2.3. Deactivating Your Account

If you would like to delete your OSCAR account once you are finished using the system, you may do so from the My Account sub-tab. To deactivate your account, select the reason you are deactivating your account (*Hired* or *Other*), the length of time you will be unavailable, and then click the **Deactivate Account** button.

Note: Deactivating an account automatically deletes the user's profile, application documents, and applications. Additionally, you will no longer receive any OSCAR email.

You will need to confirm the deactivation (figure 12) at which point OSCAR will log you out of the system.

FIGURE 12. Prompt to Confirm Account Deactivation

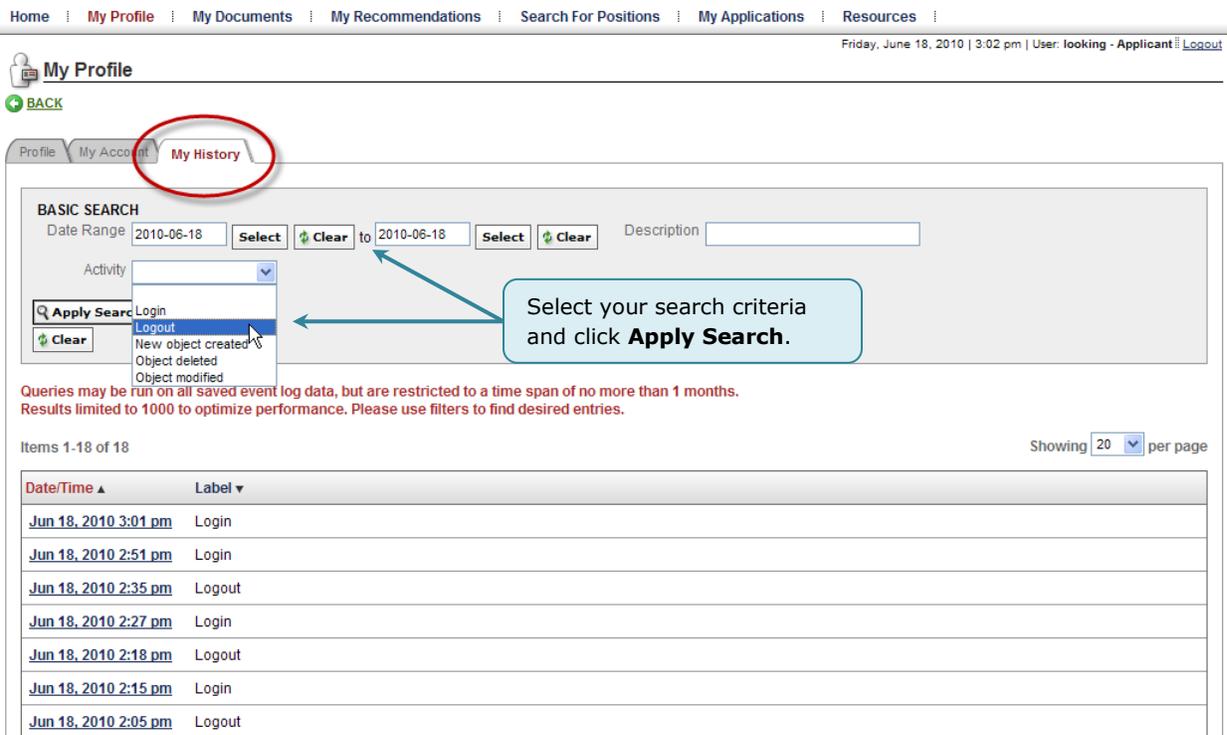


4.3. My History

You can review your account activity using the My History sub-tab (figure 13). OSCAR logs and archives all of your interactions with the system, including logins/logouts (including incorrect login attempts) and creating, deleting, or modifying system *objects*. (These could be anything from profile information to application documents.)

To search for a particular event, you can select a date range in which to search and specify the particular type of activity (e.g. Login) using the Activity pull-down menu. Note that there are some limits on the range of your search parameters, which are detailed in the red onscreen text. Click on the arrow (▲) next to a column header to change how that column is sorted.

FIGURE 13. My History Tab



5. My Documents

The My Documents tab (figure 14) allows you to review, upload, and manage all of your application documents. You may upload multiple versions of your application documents (resumes, cover letters, and writing samples) so that you can customize your online applications for each clerkship or staff attorney position that you create an application for. Please note that grade sheets cannot be uploaded—they must be entered in the OSCAR online grade sheet form, which will convert your entered data into a PDF document.

FIGURE 14. My Documents Tab

Home | My Profile | **My Documents** | My Recommendations | Search For Positions | My Applications | Resources

Friday, June 18, 2010 | 3:24 pm | User: testappi - Applicant | Logout

My Documents

BACK

My Documents

Document Upload Limits:

Please Note:

- All documents uploaded must be in PDF format.
- Grade sheets must be created using OSCAR's online tool. To generate a PDF document of your gradesheet, you **must** click the **Upload** button.
- Cover letters can also be created using the online editor.
- No individual uploaded document can be larger than 300KB. For more information on converting your documents to PDF format, click [here](#).

Tip Sheets:

- [Requirements for Uploading Documents](#) (138KB, PDF)
- [How to Create a Cover Letter Using OSCAR's online editor](#) (299KB, PDF)
- [How to Create a Grade Sheet](#) (420KB, PDF)

Warning - After 55 minutes, your OSCAR session will time out. When typing your gradesheet, you **MUST** periodically click on the **Save** button as well as the **Upload** button to save your gradesheet entries. The **Save** button only saves the information to the system and allows you to continue working on the gradesheet form. This button does not convert the saved information to a PDF document.

R Resume: 2/3 LG Law Grade Sheet: 1/2
 C Cover Letter - Clerkship: 0/25 UG Undergraduate Grade Sheet: 1/3
 C Cover Letter - Staff Attorney: 1/25 OG Other Grade Sheet: 1/3
 S Writing Samples: 0/3

Items 1-9 of 9 < Previous | Jump 1 | Next >

Document	Label	Document Type	Status	Last Modified
	Resume1	Resume	ready	Jan 08, 2010 12:04 pm
	RESUME2	Resume	ready	May 14, 2010 1:32 pm
	Cover Letter1	Cover Letter	available for applications	Jan 08, 2010 11:53 am
	Law Gradesheet	Law Grade Sheet	ready	May 14, 2010 1:57 pm
	OtherGradesheet	Other Grade Sheet	ready	May 14, 2010 2:13 pm
	UnderGradesheet	Undergrad Grade Sheet	ready	May 14, 2010 2:08 pm
	COVER2	Staff Atty Cover Letter	available for applications	May 14, 2010 2:35 pm
	SA Cover on 5-15	Staff Attorney Cover Letter	ready	May 15, 2010 4:00 pm
	SA Cover1	Staff Attorney Cover Letter	available for applications	May 14, 2010 1:29 pm

Add New Items 1-9 of 9 < Previous | Jump 1 | Next >

OSCAR has several explicit requirements pertaining to any documents uploaded to the system.

- All documents uploaded to the system must be in PDF format. The only exceptions to this are cover letters created in the online editor.
- OSCAR does not accept any scanned documents (e.g. transcripts and writing samples). Applicants must enter their grades in the online grade sheet form in order to generate a law school, undergraduate, or other grade sheets.
- **File size limits:** All uploaded resumes, cover letters, and writing samples must not exceed **300 KB** in size.

Note: The file size limit **cannot** be increased!

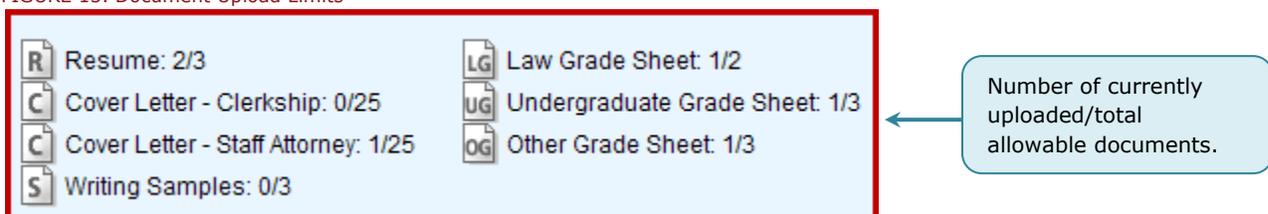
5.1. Document Upload Limits

When you create an online application to an OSCAR judge or staff attorney office (explained in further detail below), you will be able to select a particular uploaded version of each document type to attach to your application.

You may submit a different version of each of your documents to each judge or staff attorney office to whom you are applying. However, OSCAR is configured so that you may only have a limited number of each document type uploaded in the system at any one time. Therefore, if you are applying to a large number of OSCAR positions, you may need to upload your documents and build your online application in stages.

The Document Upload Limits information box, displayed in the My Documents tab, tracks the total number of any document type you have uploaded (figure 15). You may have a maximum of 3 resumes, 25 each of clerkship and staff attorney cover letters (for letters uploaded as PDF files), 3 writing samples, 2 law school grade sheets (for transfer students), 3 undergraduate grade sheets, and 3 other grade sheets (e.g., other graduate work).

FIGURE 15. Document Upload Limits



The 25-cover letter limitation does not mean that you may not apply to more than 25 clerkship or staff attorney positions. Nor does it mean that, in the event you decide to apply to more than 25 clerkship or staff attorney positions, you cannot use a different version of your cover letter to build and submit applications for each clerkship or staff attorney position you are applying for. What it does mean is that you may only build and submit 25 clerkship or staff attorney applications at a time using your uploaded PDF cover letter documents. After you submit your first 25 clerkship or staff attorney applications and select the versions of the documents to be attached to each application, you will need to go back to your uploaded documents folder and delete the 25 previously uploaded clerkship or

staff attorney cover letters. You can then upload the cover letters for the next group of clerkship or staff attorney positions to which you are applying before you actually build and submit these applications.

Note: Deleting the old letters from your uploaded documents file will **not** delete the cover letters from the applications you have already submitted.

Note: You will be able to edit your applications and attach different or revised versions of application documents up until the time you **FINALIZE THE APPLICATION AND RELEASE IT** to the judges or staff attorney offices for viewing (i.e., up to the point when you select **Finalize Application**).

An alternative method of creating cover letters that is not subject to the 25-cover letter limitation is to use the OSCAR online editor to create generic cover letters that can be used for **all** clerkship or staff attorney applications. You may use merge fields (see section on creating letters in online editor) to create a single letter that OSCAR will automatically customize with each judge's or staff attorney office's information when it is attached to the application(s).

5.2. Uploading New Application Documents from a PDF File

A new resume, cover letter, or writing sample may be uploaded from a PDF file from the My Documents tab of the main navigation bar. To upload a new document:

1. Click on the **Add New** button. OSCAR will open the Document Details sub-tab (figure 16) with the form to add a new document. You will be required to:
 - Give the document a label (Document Label).
 - Assign a Document Type (e.g. Resume, Clerkship Cover Letter, Staff Atty Cover Letter or Writing Sample). **Note:** You cannot upload a PDF document for a Law Grade Sheet, Other Grade Sheet, or Undergraduate Grade Sheet.
2. To upload the file, click on the **Browse** button and select the PDF file to be uploaded from your computer or network drive.
3. Find your file and select **Open**. The location path and the name of your file will appear in the Browse field.
4. Click on the **Upload** button to upload the file. Wait while the upload occurs. You will see a "please wait" image on screen during the process. When completed, you will be returned to the document list



Note: The Current Documents field on the right of the screen displays all documents you currently have uploaded on your OSCAR account.

FIGURE 16. Uploading a Document on the Document Details Sub-tab

Home | My Profile | **My Documents** | My Recommendations | Search For Positions | My Applications | Resources

Friday, June 18, 2010 | 3:43 pm | User: testappl - Applicant | Logout

My Documents

BACK MY DOCUMENTS LIST

Document Details

Please Note:

- All documents uploaded must be in PDF format.
- Grade sheets must be created using OSCAR's online tool. To generate a PDF document of your gradesheet, you **must** click the **Upload** button.
- Cover letters can also be created using the online editor.
- No individual uploaded document can be larger than 300KB. For more information on converting your documents to PDF format, click [here](#).

Tip Sheets:

- [Requirements for Uploading Documents](#) (138KB, PDF)
- [How to Create a Cover Letter Using OSCAR's online editor](#) (299KB, PDF)
- [How to Create a Grade Sheet](#) (420KB, PDF)

Warning - After 55 minutes, your OSCAR session will time out. When typing your gradesheet, you **MUST** periodically click on the **Save** button as well as the **Upload** button to save your gradesheet entries. The **Save** button only saves the information to the system and allows you to continue working on the gradesheet form. This button does not convert the saved information to a PDF document.

Upload Cancel

Document indicates a required field

Document Label:

Document Type:

File: Please select your document to upload Browse...

Upload Cancel

Current Documents

+ indicates an online cover letter

Resumes:

- R RESUME2
- R Resume1

Cover Letters (Clerkship):

- C Cover Letter1+

Cover Letters (Staff Attorney):

- C SA Cover on 5-15
- C COVER2+
- C SA Cover1+

Writing Samples:

None uploaded.

Law Grade Sheets:

- LG Law Gradesheet

Undergraduate Grade Sheets:

- UG UnderGradesheet

Other Grade Sheets:

- OG OtherGradesheet

Enter a unique name for the Document. This label will show when creating an application.

Specify the Document Type (e.g., clerkship cover letter).

Click **Browse** to select the PDF file from your system.

Click **Upload** to complete the process.

5.3. Creating a Cover Letter Using the Online Editor

To create a cover using the online editor:

1. Select the My Documents tab on the main navigation bar.
2. Click the **Add New** button.
3. When you first open the new document form, enter a label and select Clerkship Cover Letter or Staff Atty Cover Letter for document type.
4. This allows you to select the option to use the online editor to create the letter.
5. Type or Copy and Paste (see details below) your letter into the online editor.
6. When satisfied with your cover letter, click the **Upload** button. Your letter will now be available in the My Documents list.

When using the online editor, it is helpful to remember these tips:

- To insert a single line break, hold down the **Shift** key while pressing **Enter**.
- You cannot insert graphics when using this editor. This includes institutional letterheads or signatures.
- By using merge fields (see below), you may customize a single letter for multiple recipients.
- Cover letters created using the online editor may be edited as many times as needed. A cover letter uploaded as a file cannot be edited, only deleted and replaced.

Merge Fields

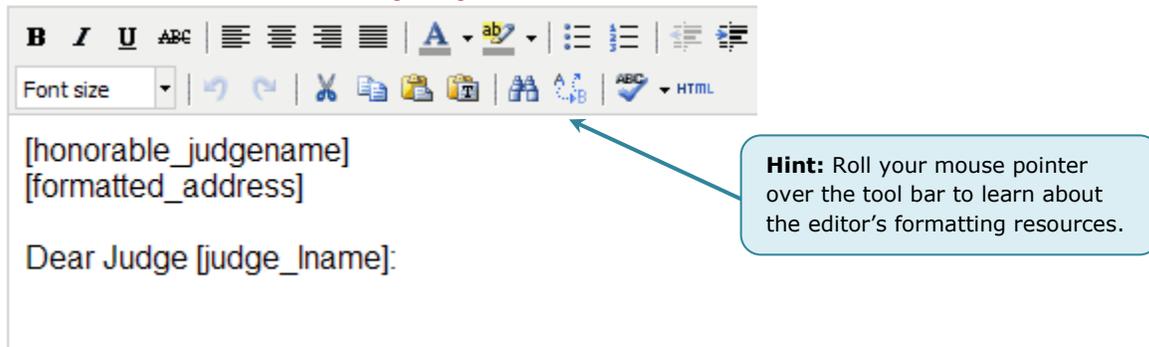
If using the online editor with defined merge fields, or if creating a new letter, applicants may take advantage of the merge fields. These merge codes are placeholders for name and address information stored in the OSCAR database. When you use these fields in the online editor, OSCAR will automatically fill them in with information for a specific judge or staff attorney office to whom a letter is directed. If you choose to type or paste a letter into the online editor, you may include any of the fields listed below. Please note that the fields must be typed exactly as they appear; you may copy and paste them from the list to ensure accuracy.

Note: Be sure to include the square brackets when typing the merge field.

5.3.1. Judge Merge Fields

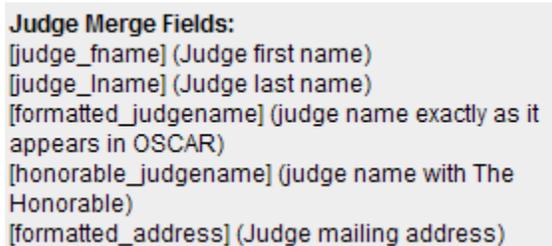
For your convenience, the judge address block and salutation line for your letters are already pre-filled into the online editor box with the merge fields below.

FIGURE 17. Online Editor Toolbar and Judge Merge Fields



If you do not wish to use the pre-filled merge fields in the online editor box, you may copy and paste any of the fields listed below under Judge Merge Fields to create your letter. OSCAR provides the following five preset merge fields that you may use in your cover letters.

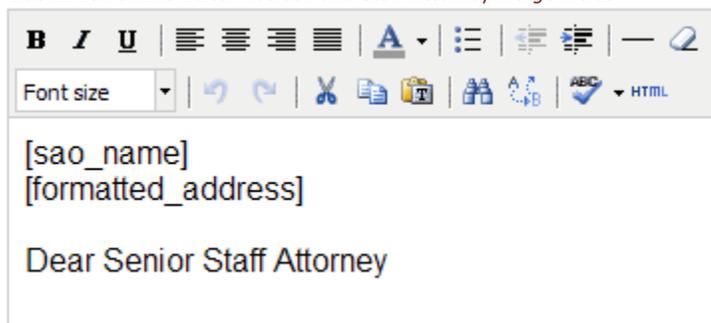
FIGURE 18. Judge Merge Fields



5.3.2. Staff Attorney Merge Fields

For staff attorney cover letters, the online editor is pre-populated with the following merge fields in the salutation block. The preferred salutation is "Dear Senior Staff Attorney."

FIGURE 19. Online Editor Toolbar and Staff Attorney Merge Fields



Additional merge fields for staff attorney cover letters are listed in the Staff Attorney Office Merge Fields box.

FIGURE 20. Staff Attorney Merge Fields

SAO Merge Fields:
 [name] (SAO Name)
 [formatted_address] (SAO mailing address)

5.3.3. Copying and Pasting into the Online Editor

Copying and pasting from a Microsoft Word or Corel WordPerfect document into the online editor may result in formatting issues due to hidden characters and format items in word processor documents. We recommend that you type the text in the online editor and use the online editor for merging and formatting. However, if you choose to copy and paste, we suggest that you copy from a Microsoft Word or Corel

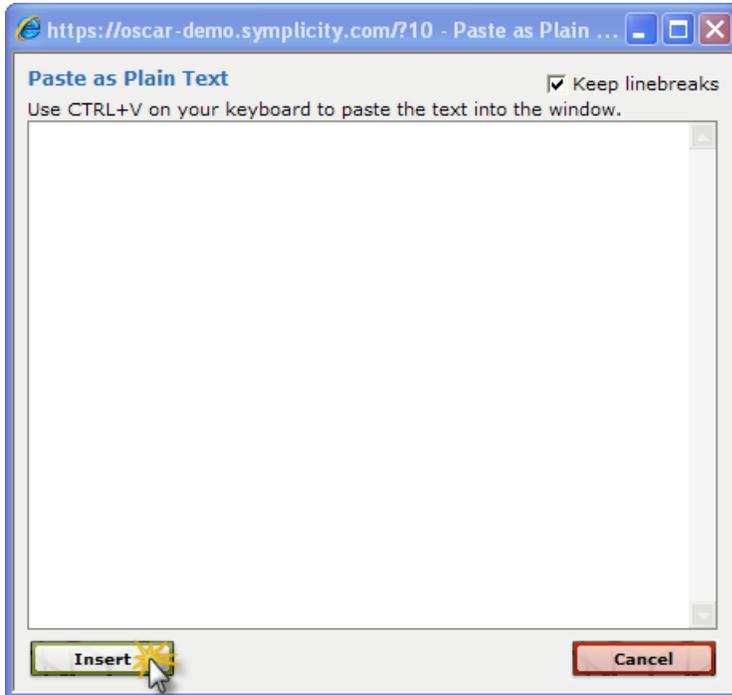
WordPerfect document and use the **Paste as Plain Text** feature denoted by this icon  in the OSCAR online editor.

By pasting the document in plain text format, most (but not necessarily all) of the hidden characters will be removed.

To do this:

1. Select / copy the text to be inserted from your word processor.
2. Return to the OSCAR online editor. Use your cursor to select where in the editor you would like to insert the copied text.
3. Click the  button, which will bring up the Paste as Plain Text pop-up window (figure 21). **Note** – it may take a few seconds to display.
4. You can then insert the selected/copied text from the word processor into the pop-up box by pressing CTRL+V (the **control** key and the **v** key pressed simultaneously).
5. Click the **Insert** button of the pop-up box. This pastes the “plain” text into the online editor box. (If you wish to abort the procedure, click **Cancel**.)
6. Once you have inserted the text, you can then add/edit text or make formatting changes using the online editor’s formatting buttons.

FIGURE 21. Paste as Plain Text Pop-up Window



Another option for users of Windows is to paste the text to a Notepad document first. Notepad can be accessed by clicking on the Windows Start menu and selecting All Programs > Accessories > Notepad. Pasting to Notepad will removed most (though not necessarily all) of the hidden characters. You can then copy and paste the text from Notepad to the online editor, adding/editing the text or making formatting changes once this is done.

5.4. Creating Grade Sheets Using the Online Form

OSCAR does not accept official or scanned transcripts. Instead, you will enter your grades through an online form accessible from the My Documents tab. OSCAR provides electronic forms for three different types of grade sheets: Law School, Undergraduate School, and Other (generally used for advanced degrees). You can create up to two law school grade sheets (for transfer students), three undergraduate grade sheets, and three other grade sheets.

To create a grade sheet, you will need to enter the data from your transcript into the data fields provided in the online form. Once completed and uploaded, OSCAR will convert the electronic form into a PDF document. After the conversion, you will be able to view the final form (as the judge or staff attorney office will see it) and be able to reopen the form and make adjustments to the final document.

Note: Judges and staff attorney offices participating in OSCAR are aware that these are unofficial transcripts. Judges and staff attorney offices may request a formal transcript later on in the hiring process.

Steps for creating grade sheets:

1. From the My Documents tab (shown previously in figure 14), click the **Add New** button to create a new document.
2. The Document Details tab (shown previously in figure 16) will appear. Enter a descriptive name for your grade sheet in the Document Label field (figure 22).
3. Then select the Document Type (Law Grade Sheet, Undergraduate Grade Sheet, or Other Grade Sheet) from the pull-down menu (figure 22).

FIGURE 22. Enter Label and Select Document Type

Document

Document Label*:

Document Type*:

File:
Please select y

Resume
Clerkship Cover Letter
Staff Atty Cover Letter
Writing Sample
Law Grade Sheet
Other Grade Sheet
Undergrad Grade Sheet

Enter a name for your grade sheet, and select the document type from the pull-down menu.

- OSCAR will display the selected grade sheet form in the same tab (figure 23). Enter/edit the school name in the designated field. The School Name field may already be filled in with information from your profile; however, you may still edit the information here. For Law Grade Sheets, you may select from a pull-down list of ABA accredited schools. For Undergrad Grade Sheets and Other Grade Sheets, you will manually enter the information.

FIGURE 23. Grade Sheet Form

The screenshot shows the 'GRADESHEET' form with several sections:

- School Name:** A dropdown menu currently set to 'Other'.
- Grading System Description:** A text area with the instruction 'Describe your grading system in this box.'
- SEMESTER/QUARTER:**
 - A button:
 - Semester/Quarter Date:** (e.g., Fall 2007) with a text input field.
 - Ordering:** A text input field containing '1'. A callout states: 'Always enter a number in the Ordering field to ensure that your grade sheet is properly formatted.'
- Course Rows:** A table with columns: Course Name, Professor Name, Grade Earned, Credit Units, and Comments. Each row has a 'Delete Course Row' button. A callout points to this section: 'Enter course information in these rows.'
- Narrative:** A text area with the instruction 'Enter any additional information about your courses in this box.'
- Buttons:**
 - (with a plus icon)
 - (with a minus icon)
 - (with a plus icon)

- The Grading System Description box is optional. Should you wish to, you may enter the narrative from your transcript about your school's grading system, especially if your school uses an alternative grading method. **Note:** When the grade sheet is uploaded, this grading system description will automatically be displayed on the last page of the system-generated PDF document.

6. Enter the Semester/Quarter Date for the semester or quarter you will be entering.
7. In the Ordering field, indicate the sequence of your terms. For example, your first semester is assigned Ordering number "1," your second semester is given the number "2," etc. You **must** assign this number to each semester and do so **before** adding any additional course rows. If you do not, your final grade sheet will become disordered, requiring that you delete it and start again.
8. Based on the type of grading system, enter the appropriate data in the Course Name, Professor Name, Grade Earned, Credit Units, and Comments fields (figure 24).

FIGURE 24. Entering Data into the Course Rows

Ordering:
 You must type a number in this field to indicate the order of your semesters/quarters (e.g., type "1" for your first semester, type "2" for your second semester, etc.). If you fail to put a number in this field, you will not be able to add course rows in the proper sequence, and your final document will not save or display correctly. Please limit this number to a positive Whole number to avoid errors.

1

Course Name	Professor Name	Grade Earned	Credit Units	Comments	
Civil Procedure	Fritton	A	3.00	12.00 points to GPA	Delete Course Row
Contracts	Strauss	A	6.00	24.00 points to GPA; highest grade on ex	Delete Course Row
Legal Research and Writing	Drees	A	3.00	12.00 points to GPA; CALI award for high	Delete Course Row
Torts	Nesbitt	C+	6.00	15.00 points to GPA	Delete Course Row

Add Course Row

9. The form opens with four course rows. To create additional rows to enter your data, click on the **Add Course Row** button. You can use the **Delete Course Row** button at the end of a line to remove that course row.
10. To add supplemental comments that are not course-specific notes, term GPA, cumulative GPA, or an award, use the Narrative text box listed below the Add Course Row button (see figure 23 above). **Note:** If your grade sheet only contains narrative descriptions, use only the Narrative text boxes.
11. To create the next Semester/Quarter, click on the **Add Quarter/Semester** button. OSCAR will refresh and append a new blank Semester/Quarter box, with the same fields as the original although a slightly different appearance, for you to enter your data for the next semester/quarter.
- 12. Use the Save button frequently to make sure you do not lose your work. Clicking this will save the information you have entered to the OSCAR system.**
13. Click the **Upload** button to convert your grade sheet to a PDF document. You **must** do this in order to create your final document. Clicking the **Upload** button at frequent intervals will prevent loss of work by system timeouts or network interruptions.

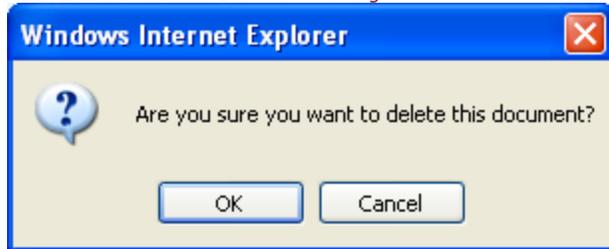
5.5. Viewing, Editing, and Deleting Documents

After uploading documents, you may want to return to the My Documents tab to verify that the document in PDF format was uploaded correctly and is free of errors. To do so, click on the small PDF preview icon (). This will open the document in a separate window, displaying it exactly as a judge or staff attorney office will see it. Within OSCAR, you cannot edit a document that was uploaded as a PDF file. You can continue to edit documents created within OSCAR, such as your grade sheets and cover letters generated using the online editor. For documents that you have created outside of OSCAR and uploaded in PDF format, you must work with the document in its original software, reconvert it to PDF, and re-upload the document. You will probably wish to delete the older version of the document from your My Documents list.

Note: Editing documents **will not** replace the previous documents in already submitted applications or materials tied to draft applications. You **must** go back to the application and substitute the edited document.

To delete a document, click on the **Delete** icon () in your My Documents list. OSCAR will then display a message asking "Are you sure you want to delete this document?" Click **OK** or **Cancel** (figure 25).

FIGURE 25. Document Deletion Warning



6. My Recommendations

You must identify all of your recommenders before submitting applications—this is similar in function to uploading your application documents ahead of time. You will select your recommenders from the Choose My Recommenders sub-tab in the My Recommendations tab of the main navigation bar. You can check the status of your recommendation letter requests in the Status of Clerkship Recommendations and Status of SAO Recommendations sub-tab.

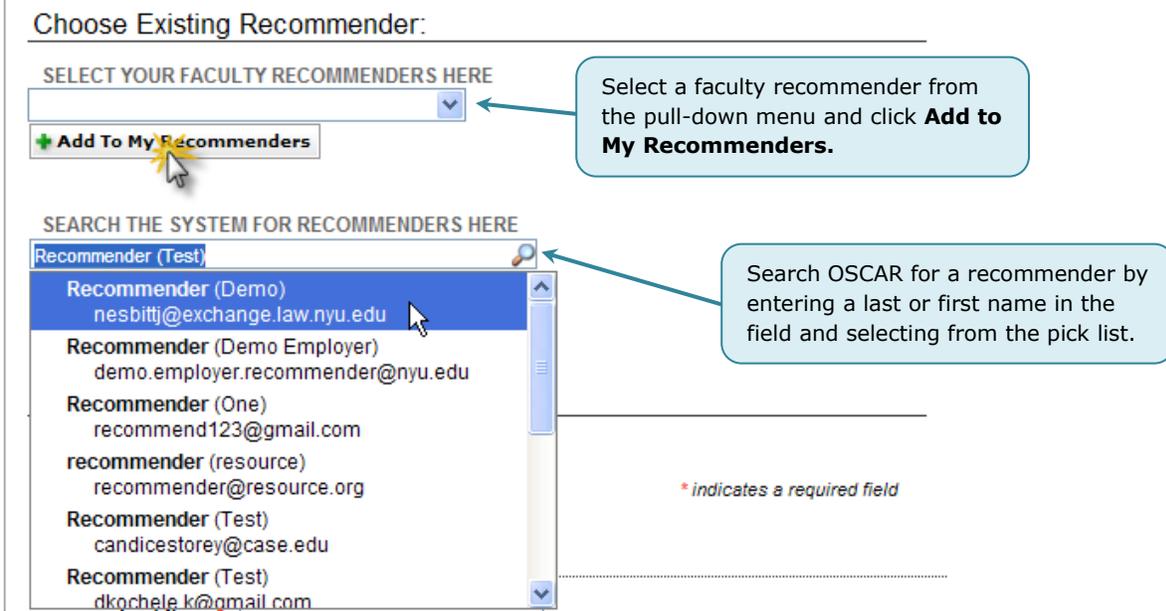
Note: Some staff attorney offices may ask for **references** instead of or in addition to letters of recommendation. A staff attorney office requesting references wants **only** contact information, **not** letters of recommendation. You will have the opportunity to add the names and numbers of your references in the Build an Application box when you create your application. You will not need to add reference information in your My Recommendations tab.

6.1. Selecting Recommenders

There are **three** options to select a recommender:

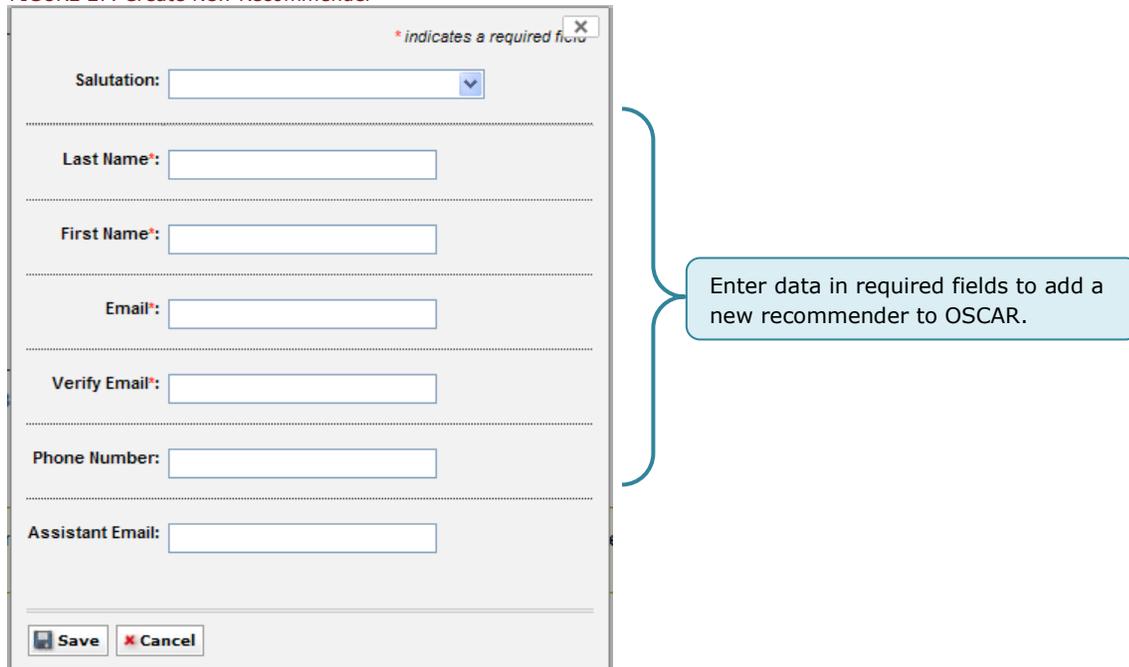
- **Select from your school’s Faculty Recommenders List:** For each law school participating in the OSCAR program, the law school administrator uploads a master directory that contains a list of faculty recommenders for that law school. You select your faculty recommenders from the master directory pick list located in the SELECT YOUR FACULTY RECOMMENDERS HERE pull-down menu in the Choose Existing Recommender field. (**Note:** Recommenders cannot be deleted once the application(s) has been submitted and is viewable to judges or staff attorney offices.) Select your recommender from this list and click the **Add to My Recommenders** button.
- **Search the OSCAR database for a recommender:** Click in the SEARCH THE SYSTEM FOR RECOMMENDERS HERE field and begin to type either the first or last name of the recommender in the search box. Select the recommender from the list presented and click the **Add to My Recommenders** button. This allows you to select a recommender that has already been added in the system by another law school or another applicant.

FIGURE 26. Choose an Existing Recommender

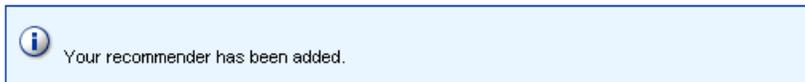


- Create a new recommender:** You may enter the name and contact information (recommender email address, phone number, and assistant’s email address) of your recommenders in the Create New Recommender field. Click **Save** to add your new recommender.

FIGURE 27. Create New Recommender



After a recommender has been created, you will see this message:



The recommenders you select and/or add will be displayed at the bottom of the screen in the Current Recommenders section. (For recommenders you select from the pull-down menu, the phone number and assistant emails will not be displayed to you publicly but are stored within OSCAR already.)

FIGURE 28. Current Recommenders

Current Recommenders

BATCH OPTIONS

Set as Default Recommender Unset as Default Recommender

Items 1-3 of 3 < Previous | Jump 1 | Next >

	Last Name ▼	First Name ▼	Email Address	Phone Number	Assistant Email	Default
<input type="checkbox"/>	Dawkins	Walter	gregory_dawkins@ao.uscourts.gov			✔
<input type="checkbox"/>	Friedler	Testy	oscar-support@ao.uscourts.gov			✔
<input type="checkbox"/>	Judge	Test2	olivene_blake@ao.uscourts.gov			✔

Items 1-3 of 3 < Previous | Jump 1 | Next >

OSCAR automatically sets the recommenders that you selected from your school’s database as Default Recommenders, which means that they will automatically be included as selected recommenders in the recommender fields for each of your applications. Default recommenders are identified by a green check (✔) in the Default column of your Current Recommenders list. You can use the Batch Options menu to choose which recommenders you wish to be your default recommenders. To change a recommender’s status, highlight the checkbox next to his or her name and select the appropriate action from the Batch Options menu.

FIGURE 29. Set Recommenders as Default

Current Recommenders

BATCH OPTIONS

Set as Default Recommender Unset as Default Recommender

Items 1-3 of 3 (1 items selected) < Previous | Jump 1 | Next >

	Last Name ▼	First Name ▼	Email	Assistant Email	Default
<input checked="" type="checkbox"/>	Dawkins	Walter	gregory_dawkins@ao.uscourts.gov		✔
<input type="checkbox"/>	Friedler	Testy	oscar-support@ao.uscourts.gov		✔
<input type="checkbox"/>	Judge	Test2	olivene_blake@ao.uscourts.gov		✔

Items 1-3 of 3 < Previous | Jump 1 | Next >

Highlight checkbox for recommender and change Default setting using Batch Options menu.

When creating individual applications, you will continue to have the option of deleting one or more of your default recommenders and/or adding one or more non-default recommenders from your pool. **Non-default recommenders have to be manually selected when creating an application.**

Note: Although you have just created your pool of recommenders, you still need to **create** an application in order to generate recommendation requests to your recommenders or to trigger an Evite email to a recommender if you are the **first** applicant to request a recommendation letter from that recommender. Most often faculty recommenders have already received their Evite email with login information. See page 64 to learn about creating the application.

6.2. Deleting Recommenders

To delete the names of recommenders from your Current Recommenders list, click on the delete icon () in the column located to the left of the recommender's name (figure 30). Deleting a recommender will cause pending recommendation requests to be deleted as well. It will not change any requests that have already been sent.

FIGURE 30. Deleting a Recommender

Current Recommenders

BATCH OPTIONS

Items 1-3 of 3 < Previous | Jump | Next >

<input type="checkbox"/>		Last Name ▼	First Name ▼	Email Address	Phone Number	Assistant Email	Default
<input type="checkbox"/>		Dawkins	Walter	gregory_dawkins@ao.uscourts.gov			<input checked="" type="checkbox"/>
<input type="checkbox"/>		Friedler	Testy	oscar-support@ao.uscourts.gov			<input checked="" type="checkbox"/>
<input type="checkbox"/>		Judge	Test2	olivene_blake@ao.uscourts.gov			<input checked="" type="checkbox"/>

Items 1-3 of 3 < Previous | Jump | Next >

*Note: A callout box points to the delete icon in the first row, stating: "Click the **delete** icon to remove a recommender from the list."*

6.3. Status of Recommendation Letters

You may view the status of your recommendation letter requests from the Status of Clerkship Recommendations and Status of SAO Recommendations sub-tabs under the My Recommendations section of the main navigation bar.

Under both sub-tabs, the Complete column indicates the status of the recommendation letter. Completed letters will display a green check mark (✔) and incomplete letters will display a red X (✘). The Application Status column displays the following icons based on the status of your applications: **F** for Finalized, **D** for Draft Submission, **W** for Withdrawn, and **U** for applications with document update requests from judges or staff attorney offices.

You can use the search feature at the top of each page to filter your recommendations status list by keywords or whether the recommendation letter is complete. Enter keyword(s) and/or check **Yes** or **No** in the Recommendations Complete field and click the **Apply Search** button. Use the **Clear** button to reset your search criteria.

FIGURE 31. Status of Recommendation Letters (Clerkships Shown)

My Recommendations

Choose My Recommenders
 Status of Clerkship Recommendations
 Status of SAO Recommendations

Monday, June 21, 2010 | 11:30 am | User: looking - Applicant | Logout

Choose My Recommenders | **Status of Clerkship Recommendations** | Status of SAO Recommendations

BASIC SEARCH
 Recommendations Complete yes no
 Enter your search parameters and click **Apply Search**.

Information: Below is a list of recommendation requests that have been sent. Completed letters will display a ✔ in the Complete column. Incomplete letters will display a ✘. The Application Status column displays the following icons based on the status of your applications: **F** for Finalized, **D** for Draft, and **W** for Withdrawn.

Items 1-19 of 19 < Previous | Jump 1 | Next >

Recommender	Judge	Complete	Application Status
Blake, Olivene	Adelman, Lynn	✔	D
Blake, Olivene	Judge, Oscar	✘	D
Blake, Olivene	Judge, Oscar	✔	W
Coyne, Michael	Judge, Oscar	✘	W
Coyne, Michael	Judge, Oscar	✘	F

6.4. Changing/Deleting a Recommender from an Application

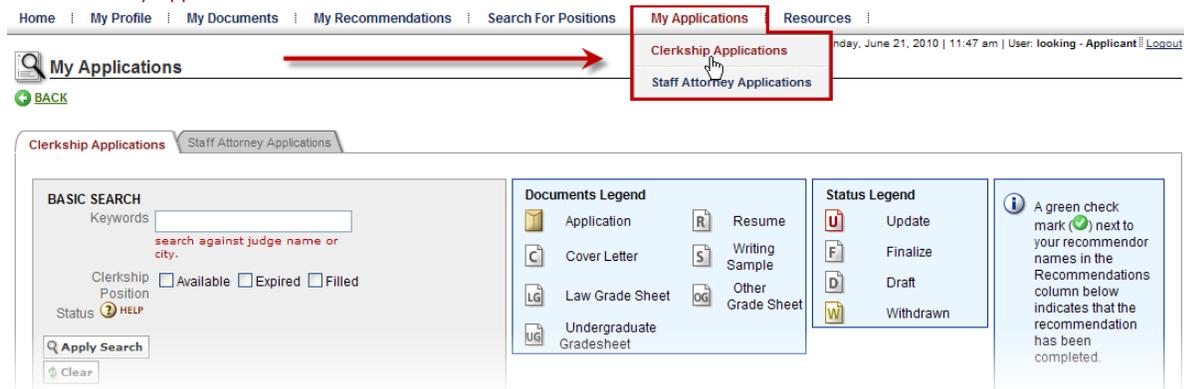
You can change a recommender or delete a recommender from an application as long as the application has not been released to the judge or staff attorney office (i.e. the application is still in Draft status and has not been Finalized).

Note: When changing a recommender, ensure that the recommender you want to substitute is already selected and listed in your Current Recommenders list under the Choose My Recommenders sub-tab.

To change or delete a recommender:

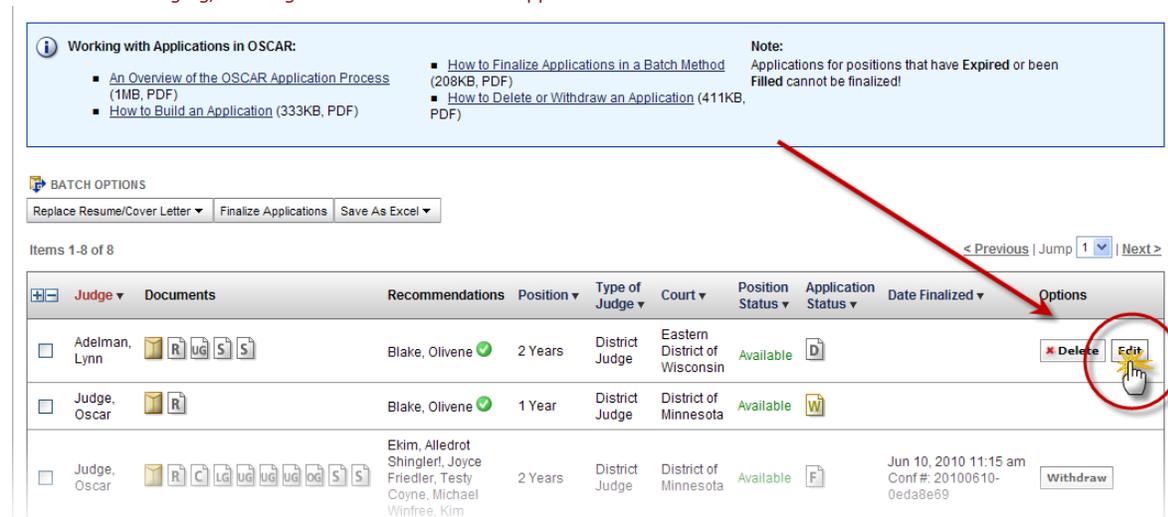
- Place your mouse cursor over My Applications in the main navigation bar, and select either Clerkship Applications or Staff Attorney Applications from the menu that appears (figure 32).

FIGURE 32. My Applications Tab



- Scroll down to view your list of applications. For the application you wish to update, click the **Edit** button, located in the options column on the far right of the Applications list (figure 33).

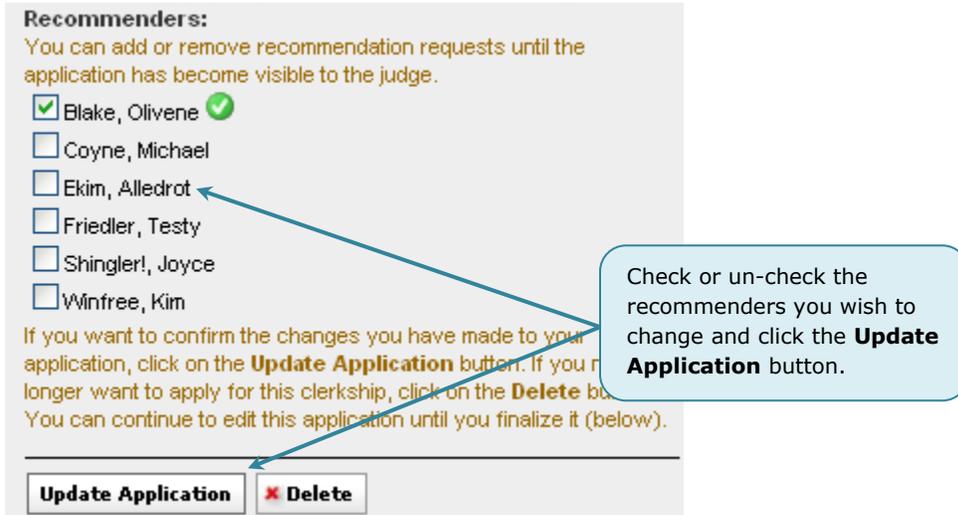
FIGURE 33. Changing/Deleting a Recommender in an Application



To change/update recommenders, scroll to the Recommenders field on the right sidebar of the application, check/un-check the recommenders you wish to change, and click the **Update Application** button.

Change/Update/Delete Recommender:

FIGURE 34. Change/Update/Delete a Recommender in an Application



7. Search For Positions

7.1. Judge List/Staff Attorney Office List

The Search For Positions tab on the main navigation bar is the area where you actually search for clerkship and/or staff attorney positions and apply online. You can perform the following functions:

- View clerkships or staff attorney positions
- Perform advanced searches for clerkships or staff attorney positions
- Flag clerkships or staff attorney positions and move them to folders
- Apply to clerkship or staff attorney positions
- Review your applications
- Release your finalized applications

From the Search for Positions tab, you can select either **Judges**, which will open the Judges List sub-tab, or **Staff Attorneys**, which will open the Staff Attorney Offices List sub-tab. The Judges List displays an alphabetical listing of all federal judges. You can review a judge’s profile data and all of the judge’s clerkships by clicking on the last name of the judge. Non-OSCAR participating Judges are listed in gray, but their names are not clickable links. The Staff Attorney Offices List displays a listing by circuit of the 13 appellate staff attorney offices. You can review an office's profile data and all staff attorney positions by clicking on the Circuit Name. Non-OSCAR participating Staff Attorney Offices are listed in gray, but the Circuit Names are not clickable links.

FIGURE 35. Judge Listing



Batch Options Items 1-20 of 2264 < Previous | Jump 1 | Next >

Last Name	First Name	Type of Judge	Court	City	Apply Online	Application Methods	Date Updated
Abel	Mark	Magistrate Judge	United States District Court, Southern District of Ohio	Columbus			-
Abrams	Paul	Magistrate Judge	United States District Court, Central District of California	Los Angeles			-
<u>Acker</u>	William	District Judge	United States District Court, Northern District of Alabama	Birmingham			-
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 8/1/2009	Term End: 8/1/2010	Accepting Applications: n/a	Filled		
<u>Ackerman</u>	Harold	District Judge	United States District Court, District of New Jersey	Newark	✓		Apr 21, 2009
CLERKSHIP INFORMATION							
<input type="checkbox"/>	2 Years	Term Start: 8/15/2009	Term End: 8/15/2011	Accepting Applications: Expired			
<u>Acosta</u>	Raymond	District Judge	United States District Court, District of Puerto Rico	San Juan	✓		-

From these pages, you can perform basic searches using the following parameters:

- **Judges List**—judge types, keywords, clerkship position status, application method, application finalized, application withdrawn, term start month/year, and posted/last modified date for open or closed positions.
- **Staff Attorney Offices List**—keywords, position status, application method, view applications (immediately/hiring plan date), participating in OSCAR, application finalized, application withdrawn, term start month/year, and posted/last modified date for open or closed positions.

FIGURE 36. Basic Search Functions from Staff Attorney Offices List Sub-tab

From the Judges List or Staff Attorney Offices List sub-tab, you can add individual positions to a folder by clicking on the Copy to Folders link in a judge’s Clerkship Information section (figure 37) or staff attorney office's Position Information section. If you have already applied for a position with a particular judge or staff attorney office, OSCAR displays an icon adjacent to the clerkship term or position term indicating the status of the application (see page 12 for an explanation of the status codes)

FIGURE 37. Judges List – Clerkship Information Functions

Year	Term Start	Term End	Accepting Applications	Status
Year	9/20/2010	9/23/2011	5/27/2008 - 11/27/2009	Available
Year	9/20/2010	9/23/2011	5/27/2008 - 11/27/2009	Available

You can also make use of the Batch Options menus to apply changes to multiple positions at once. The following functions are available:

- **Replace Resume/Cover Letter** – Allows you to replace the resume or cover letter with the chosen selections.
- **Copy to New Folder** – Allows you to copy the position to a new folder. A new window will display, prompting you for a folder name.
- **Copy to Existing Folder** – Allows you to copy the position to an existing folder.
- **Remove from Existing Folder** – Allows you to remove the position from the folder in which it currently resides.
- **Delete Folder** – Allows you to delete a folder.

- **Finalize Application** – Allows you to release the application materials to the judge(s) or staff attorney office(s).
- **Save to Excel (Entire Judge List or Entire SAO List)** – Allows you to save the list of applications in an Excel file.

FIGURE 38. Staff Attorney Offices List – Batch Options Menu

The screenshot shows a web application interface. At the top, a 'BATCH OPTIONS' menu is highlighted with a red box. The menu contains the following options: 'Replace Resume/Cover Letter', '[Copy To New Folder]', 'Copy To Existing Folder', 'Remove From Existing Folder', 'Delete Folder', 'Finalize Applications', and 'Save As Excel Entire SAO List'. Below the menu, the text 'Items 1-13 of 13' is displayed on the left, and '< Previous | Jump 1 | Next >' is on the right. The main content is a table with the following columns: 'Circuit Name', 'Court', 'City', 'Apply Online', 'Application Methods', 'Date Applications Viewable', and 'Date Modified'. The table contains three rows of data:

Circuit Name	Court	City	Apply Online	Application Methods	Date Applications Viewable	Date Modified
<u>1st Circuit</u>	United States Court of Appeals, First Circuit	Boston				May 25, 2010
<u>2nd Circuit</u>	United States Court of Appeals, Second Circuit	New York				May 20, 2010
3rd Circuit	United States Court of Appeals, Third Circuit	Philadelphia				n/a

7.2. Reviewing a Judge or Staff Attorney Office

You can review a specific judge or staff attorney office in more detail by selecting them from the Judges List or Staff Attorney Offices List sub-tabs.

Judges List

Clicking on a judge's name will display the Judge Details sub-tab, which will display the selected judge's profile information. This can include:

- Judge's name, website, court, and type
- District and circuit codes
- Chambers Profile (where a judge can indicate that applicants should not contact chambers and whether he/she only has permanent clerks)
- Additional Chambers Information that the judge may wish to include

FIGURE 39. Judge Details

Home | My Profile | My Documents | My Recommendations | Search For Positions | My Applications | Resources | Monday, June 21, 2010 | 2:00 PM

Search For Positions

[BACK](#) [SEARCH FOR POSITIONS LIST](#)

Judges List | **Judge Details** | Clerkships List

Judge Oscar Judge

Fullname:
Oscar Judge

Website:
<http://www.blake.com>

Court:
United States District Court

Judge Type:
District Judge

District Code:
MN

Circuit Code:
8

Chambers Profile:
Do Not Contact Chambers, Has Only Permanent Clerks

Career Clerks:
2

Judicial Assistants:
1

Additional Chambers Information:
Thank you for your interest; however, the judge does not accept clerkship applications.

Methods of Application:
Fax, On-line, Paper

Note: A position posting is **the indication** that a judge or staff attorney office is hiring. If there is no position posting, the judge or staff attorney office is **NOT** hiring. However, you can review the Judge Details or Staff Attorney Office Profile tab for additional information.

Staff Attorney Offices List

Clicking on a circuit name will display the Staff Attorney Office Profile sub-tab, which will display the selected staff attorney office's profile information. This can include:

- Circuit name, court, circuit code, and website
- Office Profile (where a staff attorney office can indicate that applicants should not contact the and whether the office has only permanent staff attorneys)
- Additional Office Information that the office may wish to include

FIGURE 40. Staff Attorney Office Profile

The screenshot shows the 'Search For Positions' page with a navigation menu at the top: Home | My Profile | My Documents | My Recommendations | Search For Positions | My Applications | Resources. The date and time are Monday, June 21, 2010 | 2:47 pm. The user is identified as 'User: looking - Applicant' with a 'Logout' link.

Below the navigation is a 'Search For Positions' section with a 'BACK' link and a 'SEARCH FOR POSITIONS LIST' link. The main content area has a tabbed interface with 'Staff Attorney Office List' and 'Staff Attorney Office Profile' tabs. The 'Staff Attorney Office Profile' tab is selected and circled in red.

The profile information for the 7th Circuit is as follows:

- Circuit Name:** 7th Circuit
- Court:** United States Court of Appeals
- Website:** <http://www.ca7.uscourts.gov>
- Circuit Code:** 7
- Office Profile:** Do Not Contact Staff Attorney Office
- Additional Office Information:** The United States Court of Appeals for the Seventh Circuit will accept applications beginning September 7, 2010 for the position of staff law clerk for a two-year term starting in August 2011. Applications will be accepted only via OSCAR.
- For additional information, please see our job posting at** <http://www.ca7.uscourts.gov/HR/hr.htm> **and Frequently Asked Questions at** http://www.ca7.uscourts.gov/HR/Staff_Attys_SA_Faqs.htm.
- Methods of Application:** On-line
- Date Applications Viewable:** Hiring Plan Date

7.3. Reviewing a Clerkship or Staff Attorney Position

Note: A position posting is **the indication** that a judge or staff attorney office is hiring. **If there is no position posting, the judge or staff attorney office is NOT hiring.** Even if an OSCAR-participating judge and staff attorney office does not have a position posted, you can review the Judge Details or Staff Attorney Office Profile tab for additional information.

7.3.1. Clerkship Positions

Next to the Judge Details tab, you will find the Clerkship List tab, which lists the judge's clerkships. Click on the **View & Apply** button to open the clerkship for detailed review.

FIGURE 41. Clerkship List Sub-tab

Items 1-1 of 1

Options	Clerkship Term	Term Start Date	Term End Date	Accepting Applications	Status	Application Status
View & Apply	2 Years	Aug 01, 2011	Aug 01, 2013	6/16/2010 - 12/16/2010	Available	

Items 1-1 of 1

The Clerkship Details tab presents the judge's name, status, clerkship term, term start and end dates, accepting application period, interview dates, description, location information, and requirements for application. On the right side of the page, you will find a sidebar titled Build an Application for judges accepting online applications. For judges accepting paper applications, OSCAR will only display the mailing address. This sidebar allows you to build your application by uploading documents and identifying recommenders for those judges accepting online applications. See Chapter 9 for more detailed information on building your application and applying to clerkships.

FIGURE 42. Clerkship Details

Judges List
Judge Details **Clerkship Details**

[Add To Folders](#)
[Return To Clerkships List](#)

Judge Oscar Judge

Status:
Available

Clerkship Term:
2 Years

Term Start:
August 15, 2011

Term End:
August 15, 2013

Accepting Applications:
May 17, 2010 - Aug 01, 2010

Interview Dates:
I will contact applicants directly for interviews. Applicants should NOT call or send e-mails inquiring about interviews.

Description:
Term start and end dates are approximate.

Applicants should have prior experience as a state appellate or federal law clerk, or comparable experience in government or private practice.

Applicants with existing academic, professional, or strong personal connections to the Commonwealth of Virginia should identify such connections in their cover letters if not clear from their resumes.

Graduates of law schools that do not rank students should explicitly state that fact in their cover letters.

Writing samples should be no more than 10 pages in length and should represent the applicant's exclusive work: judicial opinions and published law review articles are by this definition inappropriate.

Renewable:
no

City:
Salem

State:
Virginia

Required Documents:

- R** Resume
- C** Cover Letter
- S** Writing Sample
- LG** Law Grade Sheet

Number of Recommendations Required:
2

Law Review/Journal Preferred?:
yes

Other Journal Preferred?:
yes

Moot Court Participation Preferred?:
no

Prior Judicial Experience Preferred?:
yes

Class Standing Preferred:
25%

Build an Application

Application materials may be submitted via the following methods (Online applications are preferred.):

Online:
Submitting an application requires 2 steps:

Step 1: Begin creating your draft application by posting the documents you wish to include in your application packet, one of which must be a resume. You will then specify your recommenders. Click the **Create Draft Application** button to begin building a draft application and to trigger recommendation requests to your recommenders. You can add or change documents or recommenders as long as the application is in draft.

Step 2: When you are satisfied with the contents of your application, it is time to finalize your application to make it available to judges. Click the **Finalize Application** button to finalize your application. You may finalize applications individually through the Build an Application box under each judge's Clerkship Details, or you may "batch finalize" by clicking on the Applications sub-tab. Please know that once your application is finalized, you will not be able to make any changes to your documents or recommender. Applications from 2010 and earlier graduates will be immediately viewable, whereas applications from 2011 graduates will not become viewable until Tuesday, September 7, 2010 (OSCAR release: 10:00 am EDT).
** indicates a required field*

Choose My Documents:
Select documents you have uploaded in My Documents Section

Cover Letter [new]:
[select] ▼

Resume [new]:
[select] ▼

Writing Sample [new]:
No Writing Samples found!

Law Grade Sheet [new]:
[select]

Undergraduate Grade Sheet [new]:
[select]

Other Grade Sheet [new]:
[select]

Recommenders:
You can add or remove recommendation requests until the application has become visible to the judge.

- Dawkins, Walter
- Friedler, Testy
- Judge, Test2

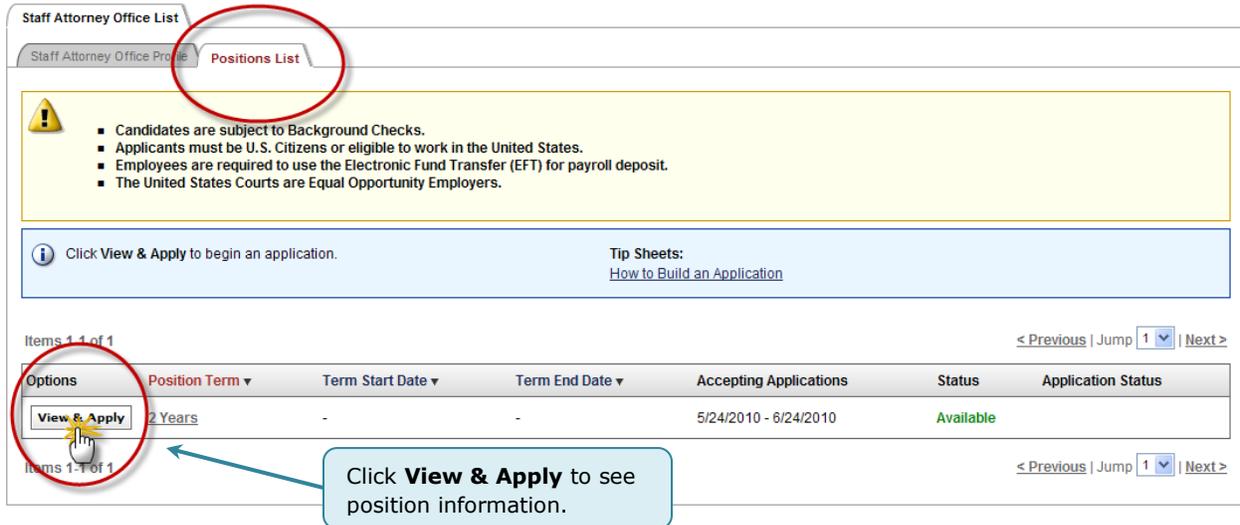
Clicking on the **Create Draft Application** button will store your materials as a draft and allow you to trigger recommendation requests to your listed recommenders.

Create Draft Application

7.3.2. Staff Attorney Positions

Next to the Staff Attorney Office Profile tab, you will find the Positions List tab, which lists the available staff attorney positions. Click on the **View & Apply** button to open the position for detailed review.

FIGURE 43. Positions List Sub-tab



The Position Details tab presents the staff attorney office name, status, term length, number of positions, term start and end dates, accepting application period, interview dates, description, location information, and requirements for application. On the right side of the page, you will find a sidebar titled Build an Application for staff attorney offices accepting online applications. For staff attorney offices accepting paper applications, OSCAR will only display the mailing address. This sidebar allows you to build your application by uploading documents and identifying recommenders for those judges accepting online applications. See Chapter 9 for more detailed information on building your application and applying to staff attorney positions.

FIGURE 44. Position Details (Staff Attorney)

Staff Attorney Office List
Position Details

- Candidates are subject to Background Checks.
- Applicants must be U.S. Citizens or eligible to work in the United States.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The United States Courts are Equal Opportunity Employers.

+ Add To Folders
Return To Positions List

6th Circuit

Position

Staff Attorney Office:
6th Circuit

Status:
Available

Term Length:
2 Years

Number of Positions:
2

Accepting Applications:
May 24, 2010 - Jun 24, 2010

Term Renewable:
possible

City:
Cincinnati

State:
Ohio

Cover Letter Required?:
yes

Resume Required?:
yes

Writing Sample Required?:
yes

Number of Writing Samples:
2

Law Grade Sheet Required?:
yes

Undergraduate Grade Sheet Required?:
no

Other Grade Sheet Required?:
no

Number of Recommendations Required:
2

Number of References Required:
0

Law Review/Journal Membership Preferred?:
yes

Moot Court Participation Preferred?:
yes

Prior Judicial Experience Preferred?:
yes

Class Standing Preferred:
20%

Build an Application

Application materials may be submitted via the following methods (Online applications are preferred.):

Online:
Submitting an application requires 2 steps:

Step 1: Begin creating your draft application by posting the documents you wish to include in your application packet, one of which must be a resume. You will then specify your recommenders. Click the **Create Draft Application** button to begin building a draft application and to trigger recommendation requests to your recommenders. You can add or change documents or recommenders as long as the application is in draft.

Step 2: When you are satisfied with the contents of your application, it is time to finalize your application to make it available to the staff attorney office. Click the **Finalize Application** button to finalize your application. You may finalize applications individually through the Build an Application box under each Position Details, or you may "batch finalize" by clicking on the Applications sub-tab. Please know that once your application is finalized, you will not be able to make any changes to your documents or recommender. Applications from 2010 and earlier graduates will be immediately viewable, whereas applications from 2011 graduates will not become viewable until Tuesday, September 7, 2010 (OSCAR release: 10:00 am EDT).
** indicates a required field*

Choose My Documents:
Select documents you have uploaded in My Documents Section

Cover Letter [new]:
[select] ▼

Resume [new]*:
[select] ▼

Writing Sample [new]:
No Writing Samples found!

Law Grade Sheet [new]:
[select]

Undergraduate Grade Sheet [new]:
[select]

Other Grade Sheet [new]:
[select]

References:
Please enter your references below, with their phone numbers and email addresses.

Recommenders:
You can add or remove recommendation requests until the application has become visible to the judge.

Dawkins, Walter
 Friedler, Testy
 Judge, Test2

Clicking on the **Create Draft Application** button will store your materials as a draft and allow you to trigger recommendation requests to your listed recommenders.

Create Draft Application

7.4. Searching for Positions

The OSCAR system has an Advanced Search feature that allows you to perform searches for positions using more specific criteria. The Judges List and the Staff Attorney Offices List have separate search features, each with search criteria tailored to that position type.

OSCAR provides the following standard search fields:

- Keywords
- Participating in OSCAR (Judge)
- Application Method
- City
- States/Territories (Judge)
- Specialty Court (Judge)
- Court (Judge)
- Circuit Code
- District Code (Judge)
- Judge Type (Judge)
- Clerkship Position Status/SAO Position Status
- Clerkship Term/SAO Position Term
- Number of Recommendations Required
- Law Review Preferred
- Moot Court Experience Preferred
- Prior Judicial Experience Preferred
- Other Journal Preferred
- Class Rank Preferred
- Application Finalized
- Application Withdrawn
- Post/Last Modified Date for Open Positions
- Post/Last Modified Date for Closed Positions
- Term Start Month/Year
- Application Open Date
- Application Close Date
- Chambers Profile—Do Not Contact Chambers/Has Only Permanent Clerks (Judge)
- Career Clerks (Judge)
- Temporary Clerks (Judge)
- Additional Chambers Information (Judge)

To perform a search:

1. Place your mouse cursor over the Search For Positions tab in the main menu, and select either **Judges** or **Staff Attorneys**.
2. Click on the Advanced Search sub-tab.
3. Determine whether the search should use *And* or *Or* logic for the search criteria (see below).
4. Select the parameters on which to search.
5. Click **Submit**.

 **And/Or**

You may narrow a search by clicking **And** in the block at the top of this screen or broaden a search by clicking **Or**. A search for Circuit Judge **And** 1-Year clerkship term will yield only those judges who meet all of those criteria. A search for Circuit Judge **Or** 1-Year **Or** Available position status will yield judges who meet any of those criteria.

Note: OSCAR defaults to an **And** search if no selection is made.

Please be aware that your search results are only temporary and will disappear once you either perform another search or log out of your current OSCAR session. You can save selected clerkships or staff attorney positions from your search results page by using the Batch Options menu to save them in a folder before logging out or moving on to another search. OSCAR's electronic folder system enables you to save and organize the clerkships and staff attorney positions you select from multiple searches over multiple sessions. Instructions for creating folders and managing their contents can be found in the Folders section below.

Note: Circuit and District Code Explanations 

The CIRCUIT CODE is simply the numeral for the particular circuit or "DC" or "FED". So, for example, the CIRCUIT CODE for the First Circuit is "1". You can find a list of circuits and what states they cover in the OSCAR system. Please note that district judges, magistrate judges, and bankruptcy judges (as well as circuit judges) all sit within a particular circuit so, if necessary, use the Judge Type search field to narrow your search to a particular type of judge.

The DISTRICT CODE is the two-letter abbreviation for the particular state followed by the abbreviation for the particular district. So, for example, the DISTRICT CODE for the Southern District of New York is "NYS". The DISTRICT CODE for the District of Massachusetts is "MA". A list of districts and which cities they cover is available in OSCAR. Please note that magistrate judges and bankruptcy judges (as well as district judges) all sit within a particular district so, if necessary, use the Judge Type search field to narrow your search to a particular type of judge within a particular district.

The JUDGE TYPE field includes District Judge, Magistrate Judge, Bankruptcy Judge, Circuit Judge, and Special Master.

FIGURE 45. Advanced Search Feature (Staff Attorney)

Always click the **Clear** button to reset the form before starting a new search. To **select/unselect** multiple items (e.g., Application Method, States/Territories, Court, etc.), press **Ctrl** while clicking on the item.

Help Using the Advanced Search Tool:
[How to Perform an Advanced Search](#)

Help Organizing Your Search Results:
[How to Copy Positions into Folders](#)

Help Applying to a Position:

- [How to Build an Application](#) (333KB, PDF)
- [How to Finalize Applications in a Batch Method](#) (208KB, PDF)
- [How to Delete or Withdraw an Application](#) (411KB, PDF)

Select **And/Or** logic for your search.

Perform keyword searches.

Click to **Submit** search form.

Note: The **Clear** button resets the search criteria. You **must** click on the **Clear** button after you have completed your search to erase your previous search criteria.

A new Search Results sub-tab (figure 46) will appear, under which your results will be displayed. From this tab, you can sort positions into folders on an individual basis. See the next section for further information on copying positions into folders using the Batch Options menu.

FIGURE 46. Search Results Tab

The screenshot shows the 'Search Results' tab selected in the 'Staff Attorneys' section. The 'BATCH OPTIONS' menu is visible, with 'Copy To Existing Folder' selected. The table below lists three circuit clerkship positions:

Circuit Name	Court	City	Apply Online	Application Methods	Date Applications Viewable	Date Modified
6th Circuit	United States Court of Appeals, Sixth Circuit	Cincinnati	✓	🌐	Immediately	May 28, 2010
POSITION INFORMATION						
<input type="checkbox"/>	Position Term: 2 Years	Term Start: 0/0/0000	Term End: 0/0/0000	Accepting Applications: 5/24/2010 - 6/24/2010	Available	<input type="button" value="COPY TO FOLDERS"/>
7th Circuit	United States Court of Appeals, Seventh Circuit	Chicago	✓	🌐	Hiring Plan Date	Jun 09, 2010
POSITION INFORMATION						
<input type="checkbox"/>	Position Term: 2 Years	Term Start: 8/22/2011	Term End: 8/16/2013	Accepting Applications: 5/20/2010 - 11/1/2010	Available	<input type="button" value="COPY TO FOLDERS"/>
9th Circuit	United States Court of Appeals, Ninth Circuit	San Francisco	✓	🌐	Immediately	Jun 09, 2010
POSITION INFORMATION						
<input type="checkbox"/>	Position Term: 1 Year	Term Start: 0/0/0000	Term End: 0/0/0000	Accepting Applications: 5/20/2010 - 6/30/2010	Available	<input type="button" value="COPY TO FOLDERS"/>

Items 1-3 of 3

Use **Copy To Folders** to save clerkships in folders.

7.5. Folders

Applicants may manage their clerkships and staff attorney positions by filing them into folders, either one at a time or in batches. OSCAR provides separate folders for each type of positions. The folders may be labeled as the applicant wishes. (Example: An applicant may categorize clerkships as "Circuit," "California," "1-year Term," etc. and sort the positions into folders.) Folders can be managed from either the Home tab or the Folders sub-tabs available under the Search For Positions tab in the main navigation menu.

7.5.1. Copying Positions into Newly Created or Existing Folders

From either the Judges List sub-tab or the Staff Attorney Office List sub-tab available from the Search For Positions tab, you may select available positions and copy them to new or existing folders using the **Copy to Folders** button in the Clerkship Information field (Judges List) or Position Information field (for Staff Attorney Offices List). For positions that you have already placed in folders, a **Change Folders** button is displayed.

FIGURE 47. Copy to Folders and Change Folders Buttons

Bowdre	Karon	District Judge	United States District Court, Northern District of Alabama	Birmingham			
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 8/1/2010	Term End: 7/31/2011	Accepting Applications: 1/8/2009 - 7/10/2009	Available		
Brimmer	Philip	District Judge	United States District Court, District of Colorado	Denver	✓		
CLERKSHIP INFORMATION							
<input type="checkbox"/>	2 Years	Term Start: 10/2/2009	Term End: 10/1/2011	Accepting Applications: 12/16/2008 - 6/16/2009	Available		

When you click the **Copy to Folders** button, a pop-up form will appear, allowing you to copy the position into an existing (previously named) folder or a new folder that you will create during the process.

FIGURE 48. Copy to Folder Pop-up Box (Clerkship)

Copy To Folder ✕

Copy to Existing Folders:

Applied To

Available

Temporary

Copy to a New Folder:

Enter Folder Name

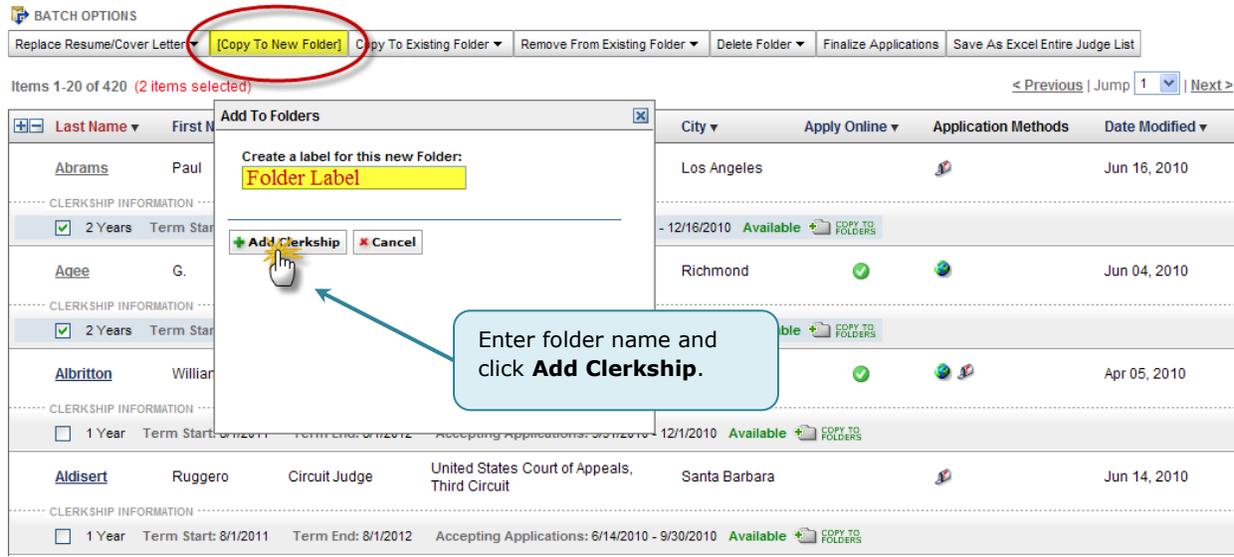
Select an existing folder or create a new folder.

Click to **Add Clerkship**.

You can use the Batch Options menu to place several positions into a folder at once. To do this:

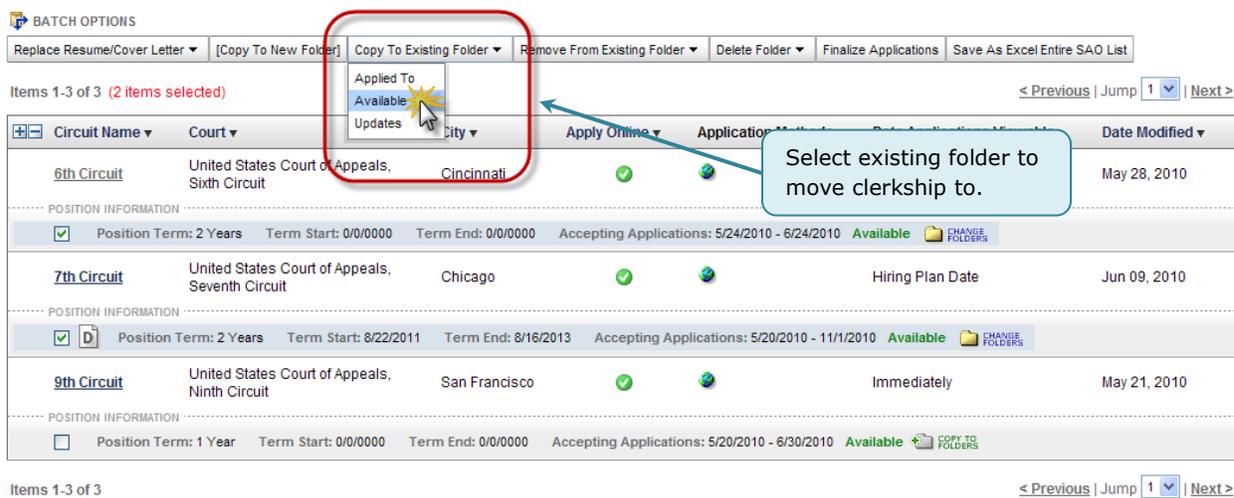
1. Highlight the checkboxes next to the positions you wish to place in folders.
2. Select the desired option from the Batch Options menu.
 - Use **Copy to New Folder** to move the selected positions to a new folder (a pop-up window will appear where you will name your new folder).

FIGURE 49. Copy to New Folder Batch Option (Clerkships)



- Use **Copy to Existing Folder** to save the selected clerkships to a previously created folder from the menu.

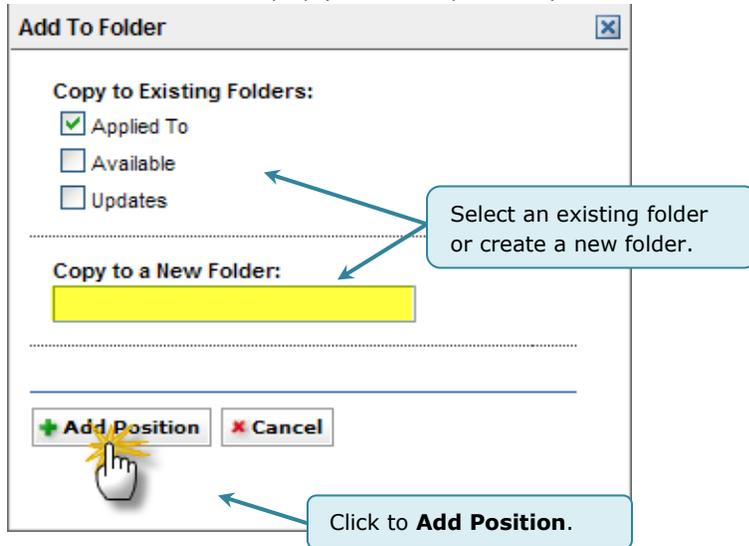
FIGURE 50. Copy to Existing Folder Batch Option (Staff Attorney Positions)



7.5.2. Modify Clerkship or Staff Attorney Folders

To move individual clerkships or staff attorney positions to other folders, use the **Change Folders** button in the Clerkship Information field (Judges List) or Position Information field (Staff Attorney Offices List). This will display the Add To Folder pop-up window (figure 51) where you can copy the selected clerkship to other existing folders or to a new folder that you create. If you want to remove the clerkship from the existing folder, uncheck the box adjacent to the folder.

FIGURE 51. Add to Folder Pop-up (Staff Attorney Positions)



You can also use the Batch Options menu to add or remove multiple positions to or from folders. To do this:

1. Highlight the checkboxes next to the positions you wish to add or remove.
2. Select the desired option from the Batch Options menu.
 - Use **Copy to New Folder** to move the selected positions to a new folder (a pop-up window will appear where you will name your new folder).
 - Use **Copy to Existing Folder** to save the selected positions to a previously created folder you select from the menu.
 - Use **Remove From Existing Folder** to remove selected positions from selected folders (figure 52).

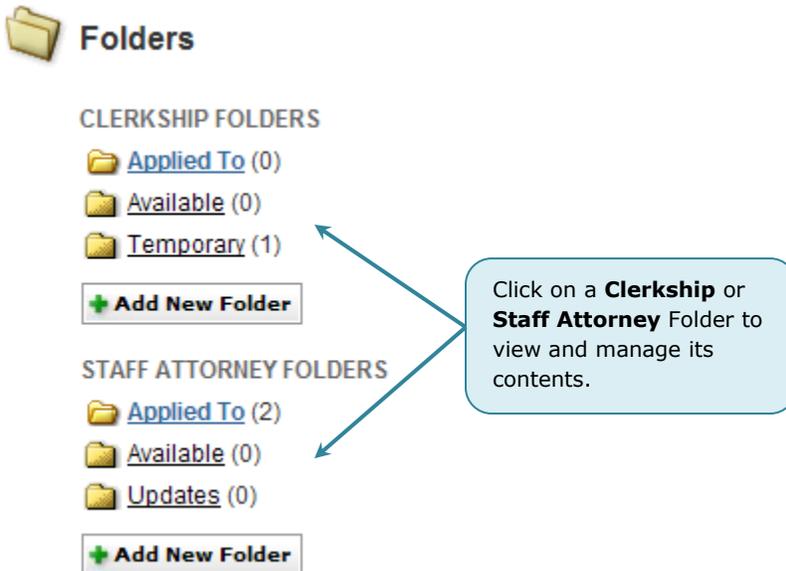
FIGURE 52. Remove From Existing Folder Batch Option (Clerkships)



7.5.3. Viewing the Contents of Folders

Once you have created one or more folders, you may view a complete list of all the positions you have placed in any folder. Clerkship positions and staff attorney positions are stored in separate folders. You can access your folders from the Folders section of your Home tab (figure 53) or from the Folders tabs available in the Judges and Staff Attorneys sections of the Search For Positions tab on the on the main navigation bar.

FIGURE 53 Folders Section of Home Tab



Once you navigate to either the Judge or Staff Attorney Folders tab, you will see several search criteria that will allow you to view subsets of judges or staff attorney offices from your folders, including:

- Judge Type (Judge Only)
- Keywords
- Clerkship Position Status/Position Status
- Application Method
- View Applications (Staff Attorney Only)
- Application Finalized
- Applications Withdrawn
- Term Start (Month/Year)
- Post/Last Modified Date for Open Positions
- Post/Last Modified Date for Closed Positions.

To execute a search, select the desired parameters and click on the **Apply Search** button.

To clear your search criteria and return to your list of all positions in all folders, click on the **Clear** button.

FIGURE 54 Folders Sub-tab Search Options (Staff Attorneys)

The screenshot shows the 'Search For Positions' interface for Staff Attorneys. The 'Folders' sub-tab is selected. On the left, there is a 'STAFF ATTORNEY FOLDERS' section with 'Applied To (2)', 'Available (0)', and 'Updates (0)' counts, and an 'Add New Folder' button. The main search area includes a 'BASIC SEARCH' section with fields for Keywords, Position Status (Available, Filled, Expired, None), Application Method (E-mail, Fax, On-line, Paper), and View Applications (Immediately, Hiring Plan Date). There are also checkboxes for 'Participating in OSCAR', 'Application Finalized', and 'Application Withdrawn', and dropdowns for 'Term Start Month/Year' and 'Post/Last Modified Date'. A blue callout box points to the search criteria fields with the text 'Select search criteria.' A red circle highlights the 'Apply Search' and 'Clear' buttons, with another blue callout box pointing to the 'Apply Search' button with the text 'Click Apply Search.' Below the search area is a 'BATCH OPTIONS' section with various actions like 'Replace Resume/Cover Letter', 'Copy To New Folder', etc. At the bottom, there is a table of search results for two items.

STAFF ATTORNEY FOLDERS

- Applied To (2)
- Available (0)
- Updates (0)
- Add New Folder

Using Folders:

- Choose the Folder you wish to view from the list on the left.
- Use the **Add New Folder** button to create a new staff attorney folder.
- To delete a staff attorney folder, click the folder icon with the red X.

Tip Sheets:

- [How to Copy Positions into Folders \(398KB, PDF\)](#)

BASIC SEARCH

Keywords:

Searches for a match on a circuit name or city.

Position Status: Available Filled Expired None

Application Method: E-mail Fax On-line Paper

View Applications: Immediately Hiring Plan Date

Participating in OSCAR: yes no

Application Finalized: yes no

Application Withdrawn: yes no

Term Start Month/Year: /

Month/Year both required.

Post/Last Modified Date for Open Positions:

Post/Last Modified Date for Closed Positions:

BATCH OPTIONS

Replace Resume/Cover Letter | Copy To New Folder | Copy To Existing Folder | Remove From Existing Folder | Delete Folder | Finalize Applications | Save As Excel Entire Judge List

Items 1-2 of 2 (2 items selected) < Previous | Jump 1 | Next >

Circuit Name	Court	City	Apply Online	Application Methods	Date Applications Viewable	Date Modified
6th Circuit	United States Court of Appeals, Sixth Circuit	Cincinnati	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Immediately	May 28, 2010
POSITION INFORMATION						
<input checked="" type="checkbox"/>	Position Term: 2 Years	Term Start: 0/0/0000	Term End: 0/0/0000	Accepting Applications: 5/24/2010 - 6/24/2010	Available	CHANGE FOLDERS
7th Circuit	United States Court of Appeals, Seventh Circuit	Chicago	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hiring Plan Date	Jun 09, 2010
POSITION INFORMATION						
<input checked="" type="checkbox"/>	Position Term: 2 Years	Term Start: 8/22/2011	Term End: 8/18/2013	Accepting Applications: 5/20/2010 - 11/1/2010	Available	CHANGE FOLDERS

Items 1-2 of 2 < Previous | Jump 1 | Next >

7.5.4. Deleting a Folder

You can delete any of the folders you have created using the **Delete Folder** option on Batch Options menu. Folders can be deleted from the list on either the Folders tab (figure 55) or from any tab with a Batch Options Menu (figure 56), such as the Judges List, Staff Attorney Offices List, Folders, or Search Results tabs. Before the deletion can be completed, you will see the pop-up prompt "Are you sure you want to delete this folder? This cannot be undone!" Click **OK** to delete the folder.

Note: Deleting a folder or a position does not remove the position from the main Judges List or Staff Attorney Offices List. It simply removes the positions from the deleted folder.

FIGURE 55. Deleting a Folder from Folders Tab (Clerkships)

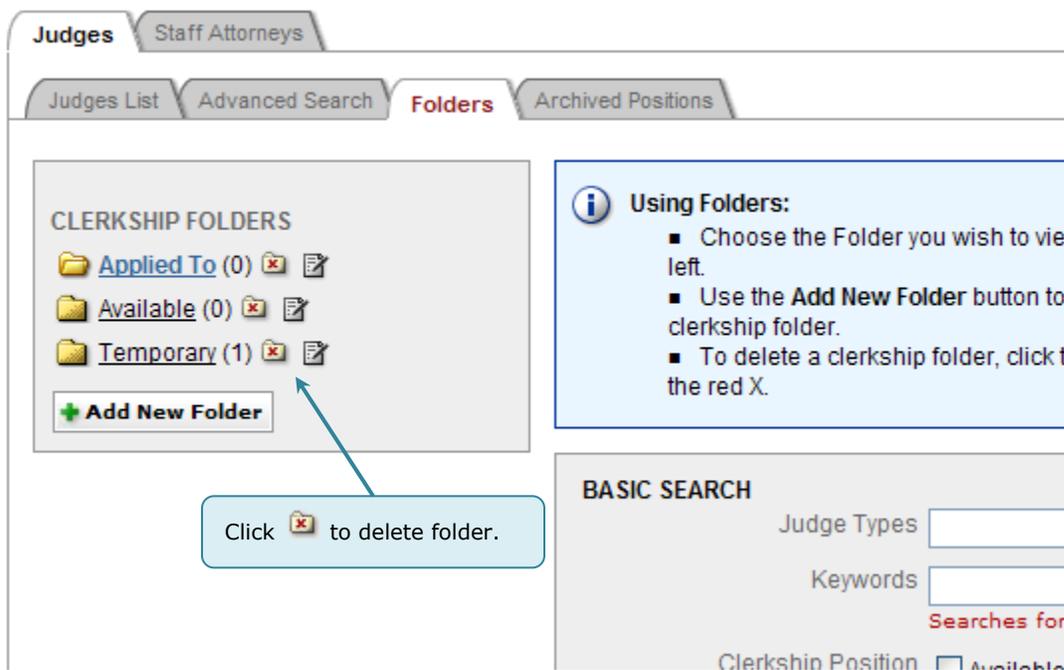


FIGURE 56. Deleting a Folder with the Batch Options Menu



8. Applying to a Position

i For judges or staff attorney offices accepting online positions, OSCAR allows you to build and submit a complete application online. This includes attaching uploaded application documents, entering references, and requesting letters of recommendation. Judges and staff attorney offices can also choose to receive applications by mail, fax, or email. If this is the case, you will not be able to build the application in OSCAR. Instead, the Build an Application box in the Clerkship Details or Position Details tabs will show either the mailing address, fax number, and/or email address that the application is to be submitted to.

8.1. Create an Application

Once you have identified the positions you will apply to, you can begin building your applications. When creating your application, you will select uploaded versions of application documents to attach to your applications, identify recommenders, create draft applications, and submit finalized applications.

i **Note:** In order to create an application, OSCAR **requires** the user to upload a **resume**.

You should upload your application documents to OSCAR before building any applications. Please note that an application **must be created** in order to generate the recommendation requests for your recommenders and to **trigger the Evite email** to a recommender if you are the **first** applicant to request a recommendation letter from that recommender. Most often, faculty recommenders have already received their Evite email with OSCAR login information.

OSCAR releases applications to **judges** based on the status of the applicant:

- **Alumni** – Applications are either released immediately or you can hold them in Draft status until recommendation letters are uploaded or all required information has been added to the applications. **Note:** Alumni **must finalize and release** the application for it to be viewable to the judge.
- **Third-Year Law School Students** – Students can create applications at any time and save them in Draft status; however, you **must finalize and release** your applications for them to be viewable to the judges on the dates set forth in the Federal Law Clerk Hiring Plan. If you finalize and release applications prior to this date, OSCAR will store them and automatically release them on that date.

i **Note:** Not all staff attorney offices follow the hiring plan. Some offices elect to view applications from all applicants immediately.

You have the option of **deleting** applications prior to finalizing and releasing them for viewing. However, if the application has already been released to the judge or staff attorney office, you will only have the option of **withdrawing** the application and will not be able to reapply.

To apply to a position and build an application:

1. Locate the judge or staff attorney office with the position you want to apply to.
2. Click on either the judge's name or the staff attorney office's circuit name.
3. Select the Clerkship List or Positions List sub-tab.
4. Click the View & Apply button for the position you wish to create an application for.
5. You will now see the specifics of the position. On the right side of the page, you will see the Build An Application form for online applications.

You are now ready to begin attaching documents and building your application.

6. In the Build an Application box, use the various pull-down menus to select the documents you wish to include with the application. The [new] option allows you to enter/upload a new document. The documents required for a particular position are listed under the Required Documents field.

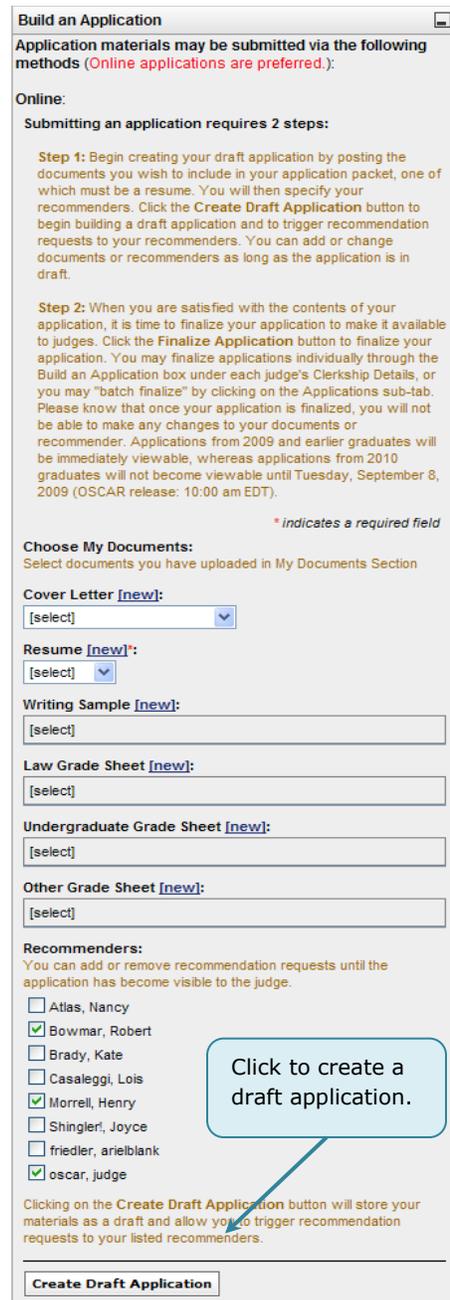
FIGURE 58. Required Application Documents

Required Documents:

-  **Resume**
-  **Cover Letter**
-  **Writing Sample**
-  **Law Grade Sheet**
-  **Undergraduate Grade Sheet**

7. If requested by a staff attorney office, you can enter reference contact information.
8. Indicate the desired recommenders by highlighting the checkboxes next to their names.
9. At the bottom of the form click the **Create Draft Application** button to enter the application in the system.

FIGURE 57. Build An Application Box



Build an Application

Application materials may be submitted via the following methods (Online applications are preferred.):

Online:

Submitting an application requires 2 steps:

Step 1: Begin creating your draft application by posting the documents you wish to include in your application packet, one of which must be a resume. You will then specify your recommenders. Click the **Create Draft Application** button to begin building a draft application and to trigger recommendation requests to your recommenders. You can add or change documents or recommenders as long as the application is in draft.

Step 2: When you are satisfied with the contents of your application, it is time to finalize your application to make it available to judges. Click the **Finalize Application** button to finalize your application. You may finalize applications individually through the Build an Application box under each judge's Clerkship Details, or you may "batch finalize" by clicking on the Applications sub-tab. Please know that once your application is finalized, you will not be able to make any changes to your documents or recommender. Applications from 2009 and earlier graduates will be immediately viewable, whereas applications from 2010 graduates will not become viewable until Tuesday, September 8, 2009 (OSCAR release: 10:00 am EDT).

* indicates a required field

Choose My Documents:
Select documents you have uploaded in My Documents Section

Cover Letter [new]:
[select]

Resume [new]:
[select]

Writing Sample [new]:
[select]

Law Grade Sheet [new]:
[select]

Undergraduate Grade Sheet [new]:
[select]

Other Grade Sheet [new]:
[select]

Recommendations:
You can add or remove recommendation requests until the application has become visible to the judge.

- Atlas, Nancy
- Bowmar, Robert
- Brady, Kate
- Casaleggi, Lois
- Morrell, Henry
- Shingler, Joyce
- friedler, arielblank
- oscar, judge

Clicking on the **Create Draft Application** button will store your materials as a draft and allow you to trigger recommendation requests to your listed recommenders.

Create Draft Application

After you select **Create Draft Application**, your application will be stored as a draft. While the application is in draft status, you can review your submitted documents and chosen recommenders.

Note: You can review your application packet as the judge or staff attorney office will see it by clicking on the PDF icon located under the Full Application Packet heading (figure 59). Recommendation letters will not be viewable within the packet.

FIGURE 59. Finalize Application

Build an Application

Application materials may be submitted via the following methods (Online applications are preferred.):

Online:
 You have begun an application for Judge Gerald Fines. If you want to make any changes, use the document and recommender lists, then click on the Update Application button below to confirm the changes you have made to your application.

* indicates a required field

Choose My Documents:
 Select documents you have uploaded in My Documents Section

Full Application Packet:

Cover Letter [Chicago Cover Letter] [new]:
 [leave current] ▾

Resume [Resume] [new]:
 [leave current] ▾

Writing Sample [new]:

Law Grade Sheet [new]:

Undergraduate Grade Sheet [new]:

Other Grade Sheet [new]:

Recommenders:
 You can add or remove recommendation requests until the application has become visible to the judge.

- Atlas, Nancy
- Bowmar, Robert
- Brady, Kate
- Casaleggi, Lois
- Morrell, Henry
- Shingler, Joyce
- friedler, arielblank
- oscar, judge

If you want to confirm the changes you have made to your application, click on the **Update Application** button. If you no longer want to apply for this clerkship, click on the **Delete** button. You can continue to edit this application until you finalize it (below).

Last Step Required - Finalize Application:
 Unless you click on the **Finalize Application** button when your application is ready, the judge will never be able to see it. Remember that once you click on **Finalize Application**, you will no longer be able to make any changes to your application, so make sure that you are satisfied with your documents and recommenders.

Click to finalize application.

8.2. Editing Applications

You have the ability to change document materials (resume, writing sample, law school grade sheets, undergraduate grade sheets, other grade sheets, and cover letters) already attached to an application, as well as modify your selection of recommenders while the application remains in Draft status (prior to the application being finalized and released for viewing).

Section 8.2.1 below discusses how to replace résumés and cover letters for multiple applications using a batch method. All other application documents must be replaced individually for each clerkship/staff attorney application as discussed in section 8.2.2.

Note: Prior to changing the application, the user must upload the revised document or new documents under the My Document section.

i **Simply revising your uploaded documents files in the My Documents tab will have no effect on the documents you have already attached to created applications.** You must actually change the documents from within the applications themselves, associating the updated documents with your applications. You can do this by either individually selecting new documents to be attached from within the Build an Application field of a specific application, or, in the case of resumes and cover letters, you may take advantage of the Batch Options menu to replace these documents in multiple applications simultaneously.

8.2.1. Replacing Resume/Cover Letter via Batch Options Menu

You may replace resumes and/or cover letters in multiple applications at once by using the Batch Options menu (figure 60). To do so:

1. Place your mouse over the My Applications tab in the main navigation menu. Select **Clerkship Applications** or **Staff Attorney Applications** in the menu that appears.
2. Select the applications you wish to add updated documents to by highlighting the appropriate checkboxes.
3. Select **Replace Resume/Cover Letter** from the Batch Options menu.
4. Select the document you wish to upload from the menu that appears.

FIGURE 60. Update Application Documents

The screenshot shows the 'Batch Options' menu open, with 'RESUME2(Resume)' selected. Below the menu is a table of application documents. The table has columns for 'documents', 'Recommendations', 'Position', 'Judge', 'Court', 'Position Status', 'Application Status', 'Date Finalized', and 'Options'.

documents	Recommendations	Position	Judge	Court	Position Status	Application Status	Date Finalized	Options
<input checked="" type="checkbox"/> Judge, Oscar	Shingler!, Joyce Dawkins, Walter Friedler, Testy Judge, Test2	2 Years	District Judge	District of Minnesota	Available	D		* Delete Edit
<input checked="" type="checkbox"/> Judge, Oscar	Dawkins, Walter Judge, Test2 Friedler, Testy	2 Years	District Judge	District of Minnesota	Filled	D		* Delete Edit
<input type="checkbox"/> Judge, Oscar	Friedler, Testy Judge, Test2 Dawkins, Walter	Temporary	District Judge	District of Minnesota	Available	F	May 14, 2010 5:33 pm Conf #: 20100514- fa248e4e	Withdraw

8.2.2. Changing Documents Individually

You can edit Draft applications individually if you wish to update any documents associated with those applications. To do so:

1. From the My Applications tab in the main menu, select either **Clerkship Applications** or **Staff Attorney Applications**.
2. Scroll down to the list of applications and click the **Edit** button, available in the options column for any application still in Draft status. This will bring you to the Clerkship Details/Position Details screen.
3. In the Build an Application box on the right of the screen, roll your mouse cursor over the document field that you would like to modify, which will cause it to expand.
4. Click on the pull-down menu to select the document to include in the application. **Note:** For documents already uploaded to the application, OSCAR shows [leave current] in the pull-down menu.
5. If you previously submitted your applications without attaching any version of a particular document type, OSCAR will display [select] rather than [leave current]. You will need to click on the pull-down menu for each document type you wish to update and select the updated document.
6. Click on the **Update Application** button to save your edits.

FIGURE 61. Application Documents

Build an Application

Application materials may be submitted via the following methods:

Online:

You have begun an application for Judge Arthur Alarcon. * indicates a required field

Choose My Documents:
Select documents you have uploaded in My Documents Section

Full Application Packet:

 **Cover Letter** [[cover letter 1](#)] [[new](#)]:
[leave current] ▾

Resume [[resume](#)] [[new](#)]:
[leave current] ▾

Writing Sample [[writing sample 3](#)] [[new](#)]:
writing sample 3 (attached)

Law Grade Sheet [[teset](#)] [[new](#)]:
teset (attached)

Undergraduate Grade Sheet [[grade undergrad](#)] [[new](#)]:
grade undergrad (attached)

Other Grade Sheet [[test other](#)] [[new](#)]:
test other (attached)

Recommenders:
You can add or remove recommendation requests until the application has become visible to the judge.

girl, chica
 Murray, Bruce
 smith, whilely
 petit, nancy
 jala, john

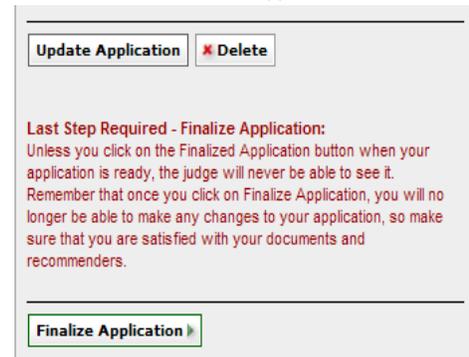
If you want to confirm the changes you have made to your application packet, click on "Update Application". If you want to cancel the changes, click on "Cancel". If you no longer want to apply for this clerkship, click on "Delete Application". You can continue to edit this application until you finalize it (below).

8.3. Finalize and Release an Application

Once an application is complete, you will see the **Finalize Application** button in the Build an Application section of the Clerkship Details/Position Details page. Finalizing the application releases it to the judge or staff attorney office for review.

Note: Unless you click on this button when your application is ready, the judge or staff attorney office will never be able to see it. Remember that once you click on **Finalize Application**, you will no longer be able to make any changes to your application.

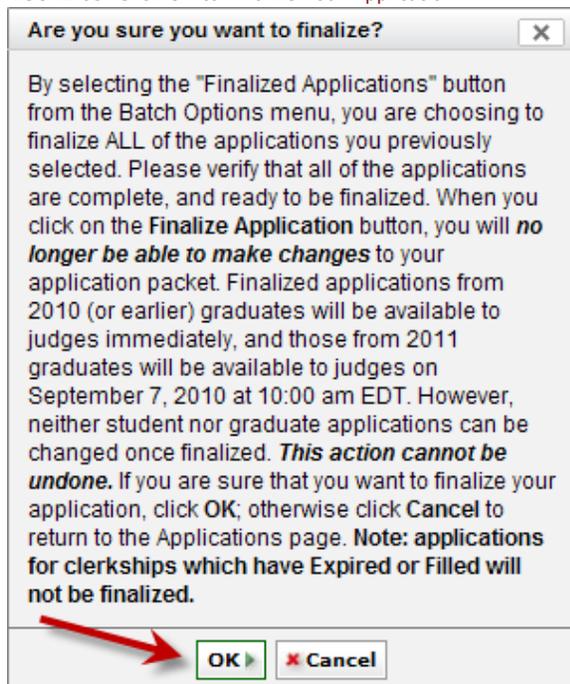
FIGURE 62. Finalize Your Application



Another option is to finalize your applications using the Batch Options menu. To do this:

1. From the My Applications tab, select either **Clerkship Applications** or **Staff Attorney Applications**.
2. Select the applications to be finalized by highlighting the checkbox next to each one or by clicking on the  icon to select all applications.
3. Select **Finalize Applications** from the Batch Options menu.
4. You will be required to confirm this action. A pop-up box (figure 63) will appear with details on the finalization process. Click **OK** if you wish to proceed or **Cancel** to abort.

FIGURE 63. Click OK to Finalize Your Application



8.4. Application Receipt

After you have finalized your application, you will receive an email confirming the submission. The email will have a PDF attachment that contains the application materials (the PDF document will not include recommendation letters). Keep this email for your reference, as it will contain a confirmation number for the submission.

FIGURE 64. Application Receipt Details



8.5. Review Applications

You can review all of your applications (Draft, Finalized, or Withdrawn) from the My Applications tab in the main navigation menu. This tab is divided into Clerkship Applications and Staff Attorney Applications sub-tabs. From these, you have the options to delete a draft application or withdraw a finalized application. Additionally, you can edit draft applications and preview your application documents—either individually or as a whole application packet.

FIGURE 65. My Applications Tab

OSCAR UNITED STATES COURTS

Home | My Profile | My Documents | My Recommendations | Search For Positions | **My Applications** | Resources

Tuesday, June 22, 2010 | 2:25 pm | User: testappl - Applicant | Logout

My Applications

BACK

Clerkship Applications | Staff Attorney Applications

BASIC SEARCH
 Keywords:
search against judge name or city.
 Clerkship Position: Available Expired Filled
 Status: [HELP](#)

Documents Legend
 Application (A), Cover Letter (C), Law Grade Sheet (LG), Undergraduate Gradesheet (UG), Resume (R), Writing Sample (S), Other Grade Sheet (OG)

Status Legend
 Update (U), Finalize (F), Draft (D), Withdrawn (W)

Working with Applications in OSCAR:
 An Overview of the OSCAR Application Process (1MB, PDF)
 How to Build an Application (333KB, PDF)
 How to Finalize Applications in a Batch Method (208KB, PDF)
 How to Delete or Withdraw an Application (411KB, PDF)
Note: Applications for positions that have Expired or been Filled cannot be finalized!

BATCH OPTIONS
 Replace Resume/Cover Letter | Finalize Applications | Save As Excel

Items 1-7 of 7 (0 items selected) | Previous | Jump 1 | Next >

	Judge	Documents	Recommendations	Position	Type of Judge	Court	Position Status	Application Status	Date Finalized	Options
<input type="checkbox"/>	Judge, Oscar	[A] [R] [C]	Shingler, Joyce Dawkins, Walter Friedler, Testy Judge, Test2	2 Years	District Judge	District of Minnesota	Available	D		[Delete] [Edit]
<input type="checkbox"/>	Judge, Oscar	[A] [R] [C] [LG] [UG] [OG]	Friedler, Testy Judge, Test2 Dawkins, Walter	Temporary	District Judge	District of Minnesota	Available	F	May 14, 2010 5:33 pm Conf #: 20100514-fa248e4e	[Withdraw]
<input type="checkbox"/>	Test2, Judge	[A] [R] [C]	Friedler, Testy Judge, Test2	1 Year	Circuit Judge	District of District of Columbia	Expired	U		[Withdraw] [Edit]
<input type="checkbox"/>	Test2,	[A] [R] [C]	Judge, Test2	1 Year	Circuit Judge	District of District of Columbia	Filled	F	Feb 18, 2010 3:56 pm Conf #: 20100218-b6787b3e	[Withdraw]

Preview individual documents or click the envelope icon to see all the application documents in one packet.

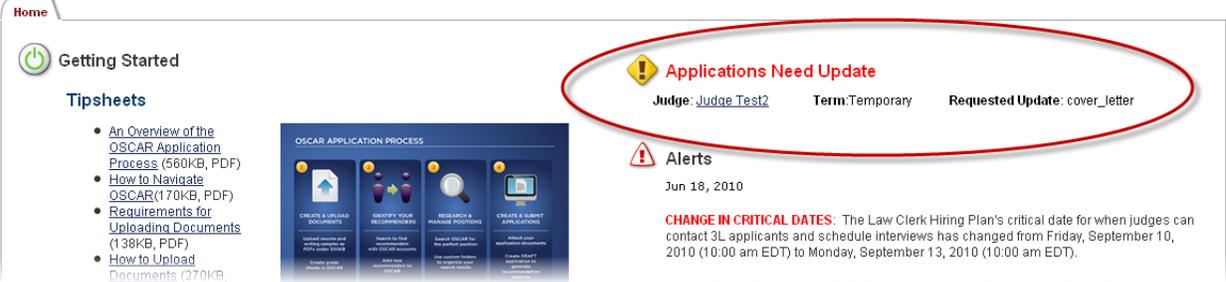
Withdraw finalized applications or delete/edit draft applications.

8.6. Updating an Application

Note: Application updates to previously finalized applications are only allowed at the request of the judge or staff attorney office (applicants cannot update finalized applications at their own discretion).

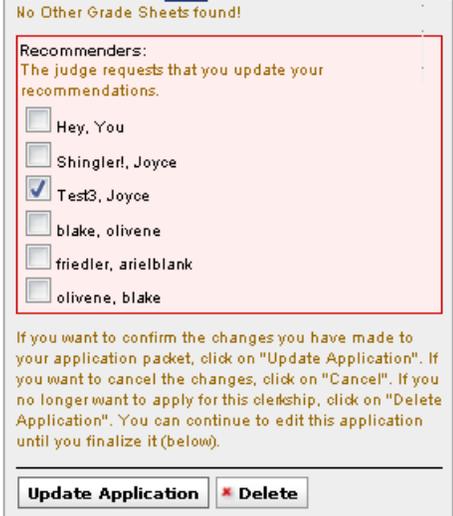
If you have submitted an application for which a judge or staff attorney office has requested an update, you will see an alert on your home page (figure 66). You can click the highlighted link to navigate directly to the application needing update. You will also receive an email advising you of the need to update your application materials.

FIGURE 66. Applications Needs Update



If you receive an application update request, navigate to the application. The materials needing update will be highlighted, and an explanation will be provided. Make the requested adjustments and click the **Update Application** button.

FIGURE 67. Application Updates



8.7. Withdrawing an Application

You can withdraw an application you have already finalized and submitted. You can do this anytime after it is released to the judge or staff attorney office. When you withdraw an application, a judge or staff attorney office can still view the application, but will see that it is withdrawn. OSCAR will display the  icon in the Status column of the Applications sub-tab to indicate a withdrawn application

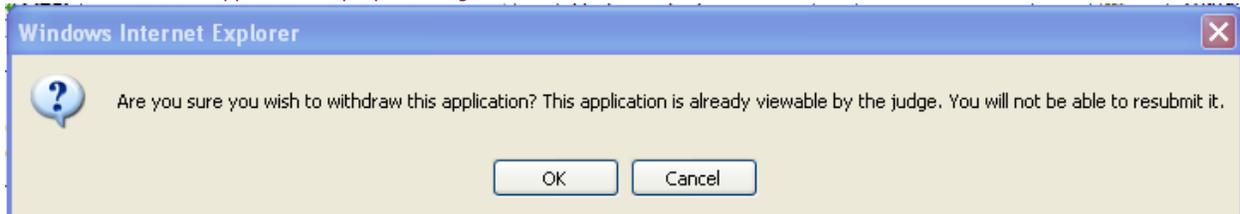
The **Withdraw** button only appears after the application(s) have been finalized (released to a judge or staff attorney office). When the application is still in Draft status, the **Delete** option is available.

Note: Please take caution when withdrawing applications because you **cannot** reapply to a position that was previously withdrawn.

To withdraw an application:

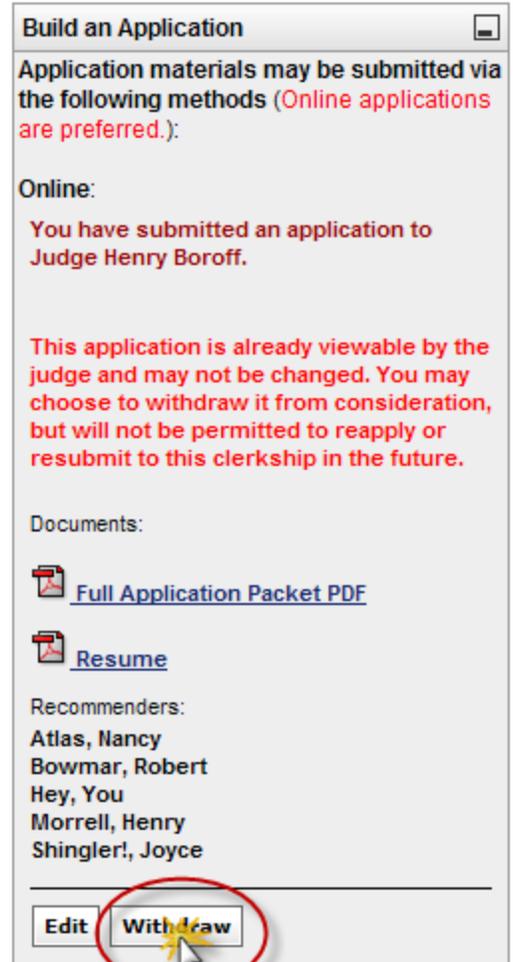
1. From the My Applications tab in the main menu, select either **Clerkship Applications** or **Staff Attorney Applications**.
2. Locate the correct application, and click the **Withdraw** button under the Options column.
3. A pop-up warning will appear (figure 67). Click **OK** to permanently withdraw your application.

FIGURE 67. Withdraw Application Pop-up Warning



You may also withdraw an application from the Clerkship Details/Position Details page where you built the application (figure 68). A **Withdraw** button is available at the bottom of the page in the Build an Application sidebar.

FIGURE 68. Withdraw Application



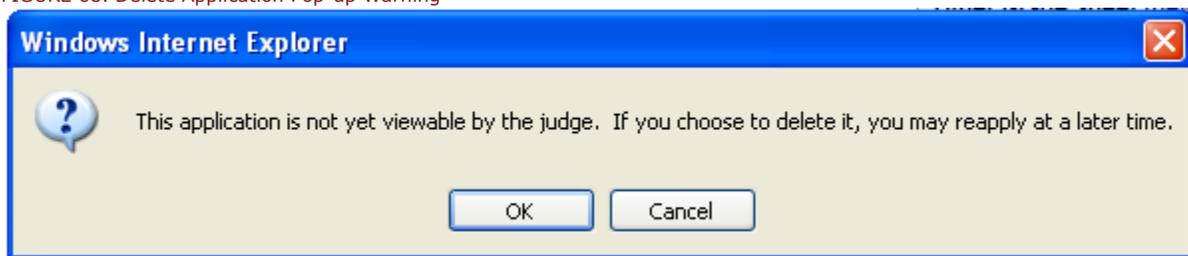
8.8. Deleting a Draft Application

You can delete a Draft application at any time before you finalize it. To delete an application, click the **Delete** button under the Options column in your list of Clerkship Applications or Staff Attorney applications under the My Applications tab. The **Delete** button is only available when the application is in Draft status (see figure 65 above).

You can also delete an application from the Clerkship Details/Position Details screen where you built the application. A **Delete** button is available at the bottom of the page in the Build and Application sidebar (as in figure 67 above).

Once you click **Delete**, a pop-up warning will appear (figure 68). Click **OK** to permanently delete your application.

FIGURE 68. Delete Application Pop-up Warning



9. Resources

OSCAR provides a **Resources** tab as a central repository for supplemental documentation, links, tip sheets, videos, discussion forums, and news from the OSCAR Program Office. Many of these resources are also accessible throughout the rest of the OSCAR website. If you are having difficulty or are looking for additional information, the Resources tab is the place to look.

FIGURE 69. Resources Tab – Info Center

Home | My Profile | My Documents | My Recommendations | Search For Positions | My Applications | **Resources**

Tuesday, June 22, 2010 | 4:15 pm | User: looking - Applicant | Logout

Info Center

[BACK](#)

Info Center | Applicant Resources | Forums | Blogs

Info Center

The Info Center provides you with access to general information on the federal judiciary and law clerk hiring, contact information, feature requests, and frequently asked questions (FAQs).

- [Understanding the Federal Courts \(Requires Adobe PDF\)](#)
- [Duties of Federal Law Clerks](#)
- [Qualifications, Salary and Benefits](#)
- [Value of Federal Law Clerk Experience](#)
- [Law Clerk Hiring Plan](#)

Contact

- [Send Questions](#)
- [Request Feature](#)

FAQs

- [Applicant FAQs](#)
- [Recommender FAQs](#)
- [Judge FAQs](#)
- [Staff Attorney Office FAQs](#)

Latest News

- [Finding Hiring Information for Judges and Staff Attorney Offices](#)

Email Notifications for Recommenders

- [Welcome to OSCAR Version 6](#)
- [New LSA Video Tutorial Available](#)
- [2010 Federal Law Clerk Hiring Plan - Critical Dates](#)
- [2011 Law School Graduates Access to OSCAR](#)
- [Problems Viewing Tip Sheets](#)
- [OSCAR Help Desk Closed in Observance of Labor Day Holiday](#)
- [Applicants Must Create Draft Applications in order to Generate Pending Recommendation Requests](#)
- [Notice to Law School Admins - Tip Sheet Available for Running Reports](#)

[more](#)

New Forum Topics

- [CHANGE IN CRITICAL DATES!](#)

- [CHANGE IN CRITICAL DATES!](#)
- [Recommender Email Notifications Q & A](#)

[more](#)

Get the latest OSCAR news: [Subscribe to our RSS Feed](#) 

The Resources tab is further organized into four sub-tabs, each providing you with specific resources:

- **Info Center**—This web page (figure 69) contains general information on the federal judiciary and law clerk hiring, contact information and feature requests, and frequently asked questions (FAQs).
- **Applicant Resources**—This web page (figure 70) is a key information resource for applicants. It includes the most current user guides, an ever-growing selection of Tips & Tricks documents, interactive process graphics, and online videos to help you accomplish particular functions in OSCAR.
- **Forums**—A moderated discussion forum is available for OSCAR users to communicate about the OSCAR website as well as the clerkship application process.
- **Blogs**—Regular posts on OSCAR topics are available here and on the home page. Look here for information on the OSCAR program, including plans for future development and any immediate changes to the site.

Note: Content on these pages will be updated periodically.

FIGURE 70. Resources Tab – Applicant Resources

Home | My Profile | My Documents | My Recommendations | Search For Positions | My Applications | **Resources**

Tuesday, June 22, 2010 | 4:08 pm | User: looking - Applicant | Logout

Applicant Resources

[BACK](#)

Info Center | **Applicant Resources** | Forums | Blogs

Applicant Resources

Having problems opening the PDFs? Right-click the link you wish to open and choose "Save target as" -OR- "Save link as..." to save the PDF on your desktop for easier viewing.

What's New

OSCAR Applicant Process Graphic (PDF, 70.9KB)
[Applicant FAQs](#)
OSCAR Press
coming soon...

User Guides

OSCAR User Guides are being updated, please refer to the Tipsheets in the interim.

Video Tutorials

coming soon...

Tips & Tricks

Note: Items not linked are in development and coming soon.

Getting Started

An Overview of the OSCAR Application Process (1MB, PDF)
 How to Update Your Applicant Profile (361KB, PDF)

Create Applications Documents

How to Upload Application Documents (270KB, PDF)
 Requirements for Uploading Documents (138KB, PDF)
 PDF Conversion Guidelines (70KB, PDF)
 How to Create a Cover Letter Using OSCAR's online editor (299KB, PDF)
 How to Create a Grade Sheet (420KB, PDF)

Get Recommendations

How to Identify Recommenders

Finding a Position

How to Search for Positions (409KB, PDF)
[Using the Advanced Search Feature](#) (369KB, PDF)
 How to Copy Positions into Folders (398KB, PDF)

Applying to a Position

How to Build an Application (333KB, PDF)
 How to Finalize Applications in a Batch Method (208KB, PDF)
 How to Delete or Withdraw an Application (411KB, PDF)

Help Your Recommenders

Uploading Recommendation Letters Using the Online Editor (393KB, PDF)
 Uploading a Letter of Recommendation from a PDF File (282KB, PDF)

Click the graphic above for a larger version

Need Help?

Applicants should first **contact their law schools** for direct assistance.

If applicants need additional OSCAR assistance, they can send an email to OSCAR support at the address below.

Email Support: oscar-support@ao.uscourts.gov

Latest News
[Finding Hiring Information for Judges and Staff Attorney Offices](#)

10. Logging Out

To log out of the system, click the **Logout** button located at the top of the screen (circled area figure 71). You can log out of the system from any OSCAR screen.

FIGURE 71. Logging Out of OSCAR

