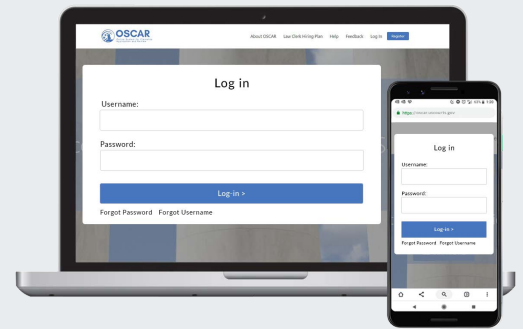


This Quick Reference Guide will help get you started in OSCAR, including navigating and managing your:

- Home Page
- Profile
- Application Documents
- Recommendations
- Applications

Visit <https://oscar.uscourts.gov/help> for more detailed instructions on using OSCAR.

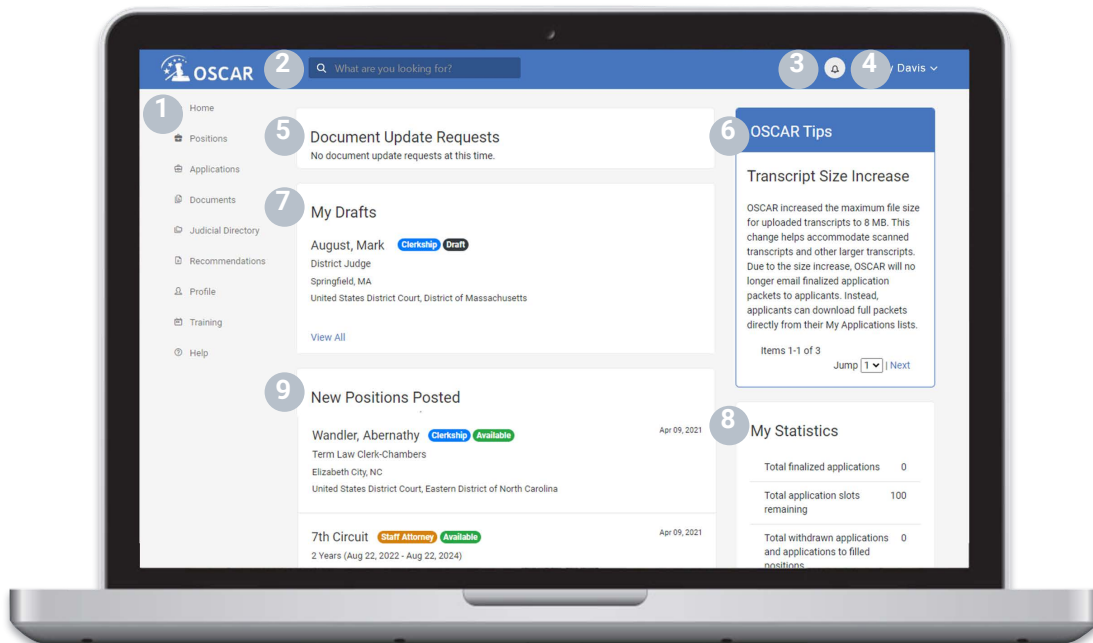
If you do not already have an OSCAR account, you can register on the OSCAR website (<https://oscar.uscourts.gov/register>).



<https://oscar.uscourts.gov>

## Your Home Page

From your account home page, you'll find quick and easy access to anything you need in OSCAR.



- 1 Left Navigation:** Access your home page, positions, applications, directory, documents, recommendations, profile, training, and help.
- 2 Search Box:** Search for content across the site. Type in your criteria and press "Enter" to search.
- 3 Notifications:** System notifications such as document update requests display here.
- 4 User Information:** A summary of your account and general information. You can also update your profile from here.
- 5 Document Update Requests:** A quick view of document update requests from judges or staff attorney offices.
- 6 OSCAR Tips:** Displays updates, new resources, and helpful tips.
- 7 My Drafts:** A quick view of your most recent draft applications.
- 8 OSCAR Statistics:** A view of your OSCAR application data, including finalized applications, application slots remaining, and more.
- 9 New Positions Posted:** A quick view of new clerkship and staff attorney positions posted in OSCAR.

# Profile

## Update Your Profile

1. Click **Profile** > **My Profile**.
2. Click **Edit Profile**.
3. Complete all fields.
4. Optionally complete Voluntary Self-Identification.
5. Read the **Verification of Data** field and select **Yes**.
6. Click **Update Profile**.

## Change Your Password

1. Click **Profile** > **My Account**.
2. Enter and verify your new password.
3. Click **Change Password**.

## Manage Email Notification Preferences

1. Click **Profile** > **My Profile**.
2. Click **Edit Profile**.
3. Under **Email Frequency**, make your selection.
4. Click **Update Profile**.

## Manage System Notification Preferences

1. Click **Profile** > **Notification Preferences**.
2. Use the check boxes to make your selections.

**Note:** OSCAR will automatically save your preferences.

The screenshot shows the OSCAR Profile page. The user is logged in as Lisa Aardvark. The page has a navigation menu on the left with options like Home, Positions, Applications, Documents, Judicial Directory, Recommendations, Profile, My Profile, Career Office, My Account, Notification Preferences, History, Training, and Help. The main content area is titled 'Profile' and contains a 'What is my profile used for?' section, a 'General Information' form, and a 'Completion Status' indicator showing 100%. The 'General Information' form has fields for First Name (Lisa), Middle Initial, Last Name (Aardvark), and Citizenship Status (U.S. Citizen). The 'Completion Status' section lists various profile fields that are all marked as complete.

Update your applicant profile.

The screenshot shows the OSCAR Notification Preferences page. The user is logged in as Test Applicant01. The page has a navigation menu on the left with options like Profile, My Account, Notification Preferences, My Career Office, and My History. The main content area is titled 'Notification Preferences' and contains a table with columns for 'On Dashboard' and 'Email Required'. The table has two rows: 'Document update request' and 'Scheduled interviews', both with checkmarks in both columns.

Manage your system notifications.

# Application Documents

## Upload Documents as PDF/Word Files

1. Click **Documents**.
2. Click **Add New**.
3. Select your **Document Type**, enter a **Document Label**, and upload your document. To make it your default document, check the **Default** box.
4. **Note:** To control the display order of writing samples in your application packet, enter an ordering number. E.g. "1" appears first and "2" second.
5. Click **Upload**.

## Update Documents

1. Click **Documents**.
2. Click the name of the document.
3. Edit the document fields and/or replace the file.
4. Click **Upload** when complete.

## Create a Cover Letter Using the Online Editor

1. Click **Documents**.
2. Click **Add New**.
3. Under **Document Type**, select **Clerkship Cover Letter** or **Staff Attorney Cover Letter**.
4. Select **Online Editor**.
5. Create your cover letter using the online editor fields.
6. Click **Upload**.

## Application Document Requirements

- Applicants must upload or create the required documents in OSCAR prior to submission of applications.
- All documents uploaded to OSCAR must be in PDF or Word format. Transcripts must be **unencrypted** and less than 8 MB in size. All other documents must be less than 1 MB in size.
- OSCAR restricts the total number of documents you can have uploaded at one time. Restrictions vary by document type and are listed in your Documents tab.

The screenshot shows the OSCAR Documents page. The user is logged in as Test Applicant01. The page has a navigation menu on the left with options like Home, Positions, Applications, Documents, Directory, Recommendations, Profile, Training, and Help. The main content area is titled 'Documents' and contains a 'Document Upload Limits' section, an 'Add New' button, and a list of documents. The list has columns for Document Type, Document Label, and Date. The documents listed are 'Cover Letter - Clerkship: 5/100', 'Cover Letter - Staff Attorney: 2/100', 'Resume: 3/3', 'Writing Samples: 3/3', 'Law Transcript: 2/2', 'Other Transcript: 1/3', and 'Undergraduate Transcript: 1/3'.

Add new documents.

The screenshot shows the OSCAR 'Create New Document' form. The user is logged in as Test Applicant01. The form has a 'Document Type' dropdown menu, a 'Document Label' text input field, and a 'Browse' button for uploading a file. There are also 'Upload' and 'Cancel' buttons at the bottom.

Select a document type and label for your new document.

# Recommendations

## Add a Recommender

1. Click **Recommendations > Choose My Recommenders**.
2. Click **Add Recommender**.
3. Search the system or create a new recommender.
4. Click **Save**.

## Delete a Recommender

1. Click **Recommendations > Choose My Recommenders**.
2. Scroll down to **My Current Recommenders**.
3. Locate the recommender(s) and click **Delete**.

## Change Your Default Recommenders

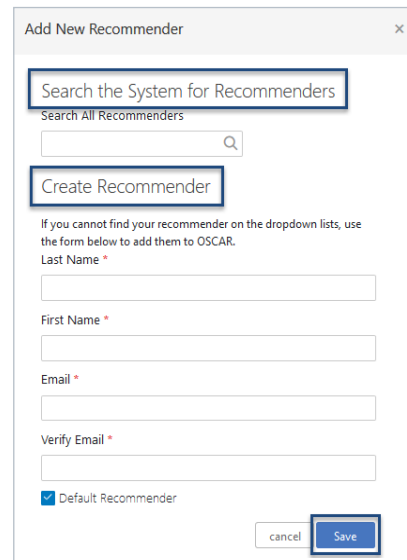
1. Click **Recommendations > Choose My Recommenders**.
2. Scroll down to **My Current Recommenders**.
3. Select recommender(s) using the check boxes and click **Batch Options > Set as Default Recommender** or **Unset as Default Recommender**.

## Request Letters of Recommendations

OSCAR automatically sends recommendation requests to the accounts of the recommenders you select when you create a draft application.

## Check the Status of Recommendations

1. Click **Recommenders > Status of Recommendations**.
2. Find the recommender. A label will show a status of Pending, Complete, or Denied for each recommendation request you made and locate the icons in the status column.
3. You can also go to **Applications > My Applications** and hover over a recommendation letter icon to see its status (pictured).



Add a recommender from the system or create a new recommender.

# Applications

## Search for Positions

1. Click **Positions > All Positions**.
2. Use the search box and filters to select your search criteria and click **Search Positions**.
3. Click **More Filters** to further refine your search.

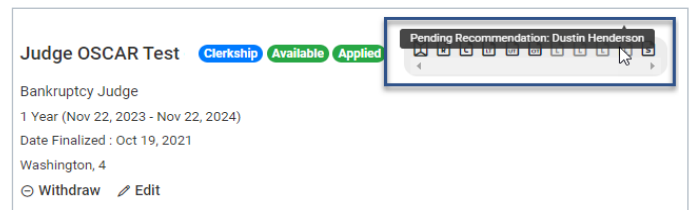
**Note:** Click the  icon at the top of the positions list to sort your positions list. Click **Batch Options > Tag As** to tag positions.

## Save a Search

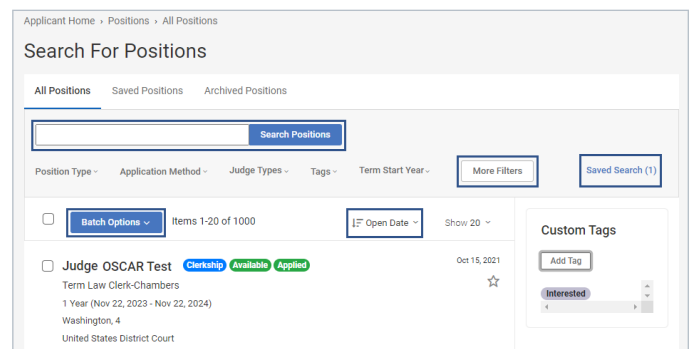
1. Click **Positions > All Positions**.
2. Enter your search criteria and click **+ Create Saved Search**.
3. OSCAR will save your search criteria for future use.
4. To access your saved searches, click **Saved Search**.

## View and Apply to a Position

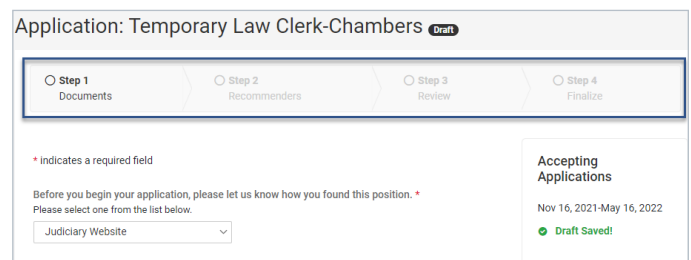
1. Click **Positions > All Positions**.
2. Click the name of the judge or circuit to view the position.
3. Review the details on the position page.
4. To apply, click the **Apply Online** button on the right side.
5. OSCAR will open a draft application.
6. Complete the 4-step process.



Check the status of your recommendation requests.



Search for positions using key words and filters, sort your positions, tag positions, and save your searches for reuse.

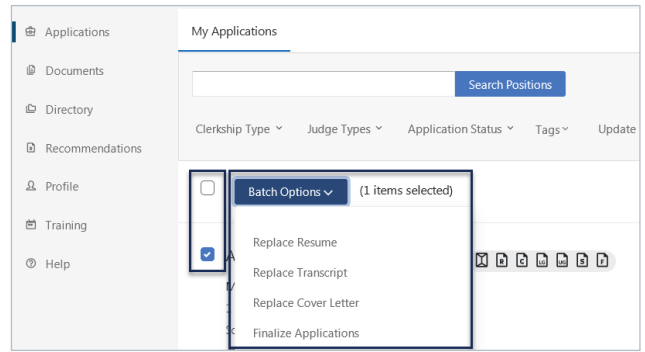


Complete the 4-step process to apply to a position.

# Applications (Continued)

## View and Edit Your Applications

1. Click **Applications**.
2. To edit an application, click **Edit**.
3. Make your edits and click **Update Application**.
4. To update application documents, select the application(s) using the check boxes, then click **Batch Options** and select the document to replace.
5. To withdraw an application, click **Withdraw**, then click **OK** in the pop-up warning. **Note:** You cannot re-apply to the position after you withdraw an application.



Make edits to your applications from the Batch Options dropdown.

## Track Your Application Totals

OSCAR limits the number of clerkship applications you can submit at one time. While you can have as many draft applications as you want, you can only have **100 finalized applications to chambers law clerk positions** at one time. **Note:** This limit does not apply to staff attorney positions or pro se, death penalty, bankruptcy appellate panel, and court law clerk positions.

To help track this, OSCAR provides a count of your total number of applications you submit. You can reclaim application slots by deleting applications. If you submitted an application to a position that is marked filled, the application slot will return to you. If a position expires, you will receive the application slot back after 30 days.

To view your application totals, see **My Statistics** on the right side of your home page.

My Statistics	
Total finalized applications	2
Total application slots remaining	98
Total withdrawn applications and applications to filled positions	0

View your application totals from your home page.

## More Information



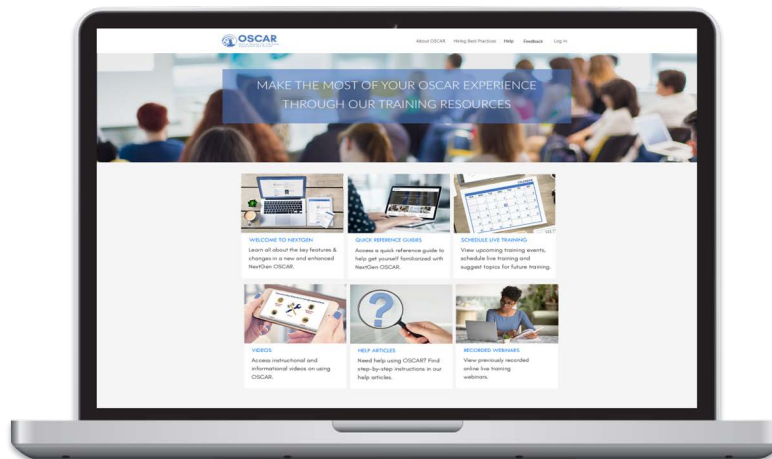
### Help

The OSCAR help section (<https://oscar.uscourts.gov/help>) contains help articles with step-by-step instructions. Use the index and search bar to find instructions for anything you need.



### Training

OSCAR's training web page (<https://oscar.uscourts.gov/training>) provides centralized access to a variety of resources.



### Contact the OSCAR Program Office

The OSCAR Program Office provides live support Monday - Friday 8:00 AM to 5:00 PM Eastern Time.

Email: [oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

Phone (toll free): 1-866-666-2120