



A

ACCESSIBLE MODE

Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this website.

ACCOUNT EXPIRE

For security purposes, the account expire field allows judges and staff attorney offices to either set a date for their staff accounts to expire or to never expire.

ACCOUNT TAB/MY ACCOUNT

- Allows users to manage passwords.
- Allows law school administrators to create and/or manage usernames, passwords, and user rights for themselves, applicants, recommenders, and other law school administrators at their law school.
- Allows system administrators to create and/or manage usernames, passwords, and user rights for all OSCAR accounts.

ACTIVE JUDGE

Judges are listed as either Active or Senior in OSCAR. Active judges are in full-time service of the court and maintain a full caseload. The judge's status is viewable in the judge, chambers staff, and system administrator interfaces only.

ADD NEW FOLDER

Button located on the Folders tab that allows applicants, judges, chambers staff, and staff attorney offices to add a new custom folder.

ADDITIONAL CHAMBERS INFORMATION

Field available in a judge's profile that allows the judge to post additional information about the chambers that is not included in the position posting. Judges often use this field to communicate any specific information on their chambers environment (e.g., chambers use Apple computers, must love dogs, 75+ hours/week). Any information related to hiring preferences must be entered in the Hiring Practices field.

ADDITIONAL OFFICE INFORMATION

Field available in a staff attorney office's profile that allows the office to post additional information that is not included in the position posting. Staff attorney offices often use this field to indicate hiring schedule and their hiring intentions/process.





OSCAR Glossary

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS (AO)

Provides oversight, governance, and management of the OSCAR Program to include the program funding, program governance through the OSCAR Working Group, design/development of the OSCAR system, help desk operations, program communications, and training. Note: The AO is contracted with Symplicity Corporation for the OSCAR system and is the ONLY organization that can directly interact with Symplicity Corporation on OSCAR system-related issues.

ALPHABETICAL SEARCH

Allows judges, chambers staff, and staff attorney offices to search the Applicants List or Folders tab alphabetically (e.g., choosing the letter "A" will only display applicants with last name beginning with "A").

AND/OR

And/Or is a setting used in the Advanced Search feature. Choosing "And" will require search results to match criteria for all fields selected. Choosing "Or" will return results that match criteria for any fields selected.

APPLICANTS TAB

A main navigation selection that provides access to the sub-tabs related to applicants. It is located at the top of the screen for judges, chambers staff, and staff attorney offices. For system administrators and law school administrators, the selection is located on the left of the screen.

APPLICANTS LIST

A sub-tab located under the Applicants tab. It lists applicants who applied to a position posted by judges, chambers staff, and staff attorney offices, as well as the list of active applicants for both law school administrators and system administrators.

Note: The Applicants List will not display deleted applications.

APPLICATION CLOSE DATE

Date when applications will no longer be accepted for a position posted by a judge or a staff attorney office.

APPLICATION EMAIL ADDRESS

This option is available in the profile of judges and staff attorney offices who accept applications via email.





OSCAR Glossary

APPLICATION FAX

This option is available in the profile of judges and staff attorney offices who accept applications via fax.

APPLICATION METHODS

Participating OSCAR judges, staff attorney offices, and courts can choose to receive applications online through OSCAR, by paper through the mail, by email, and/or by fax. The application method is clearly visible to applicants when a position is posted.

APPLICATION OPEN DATE

The date the position was entered into OSCAR by the judge, the staff attorney office, or court and is available for applicants to submit applications. It is displayed to the applicants on the position details page.

APPLICATION STATUS

The My Applications Tab lists the status of applicant's applications. D = Draft, F = Finalized, RU = Request Update, U = Update, and W = Withdrawn.

APPLY ONLINE

A column in the Search For Positions tab that indicates that a judge or staff attorney office accepts applications electronically through OSCAR.

ARCHIVING

The OSCAR Program Office archives closed positions and their associated applications on a yearly basis and notifies all users prior to the archiving activity taking place. For judges and chambers staff, archived positions and their associated applications are moved to the Archives Tab.

AVAILABLE POSITIONS

Posted positions that are accepting applications and found in the Search for Positions tab.





B

BANKRUPTCY APPELLATE PANEL (BAP) LAW CLERK

The Bankruptcy Appellate Panel (BAP) law clerk provides legal advice and assistance to BAP judges authorized to hear appeals of bankruptcy court decisions.

BANKRUPTCY JUDGE

A bankruptcy judge is a judicial officer of the United States District Court and exercises jurisdiction over bankruptcy matters. Bankruptcy judges are appointed for 14-year terms.

BAR MEMBERSHIP PREFERRED

Judges, staff attorney offices, and courts can identify in the position posting if they prefer to receive applications from applicants who have bar membership.

BATCH OPTIONS

A menu of operations that apply to all selected items on the displayed list (e.g., Mail Selected and Save Selected as Excel).

BUILD AN APPLICATION

The Build an Application feature is located under the Search For Positions tab, Clerkship and Staff Attorney Office sub-tabs. This area is where an applicant electronically builds an application to include selecting application documents and recommenders, creating a draft application, and finalizing the application.





C

CANCEL BUTTON

Returns user to the previous page without saving changes.

CAREER LAW CLERK

Career judicial law clerks are appointed for four or more years. The minimum length of the commitment that a judge expects is indicated on the position announcement. Career law clerks are eligible to participate in all benefit programs offered to judiciary employees, including health, dental, vision, and life insurance coverage, retirement benefits, judiciary supplemental benefit programs, and the Thrift Savings Plan. OSCAR identifies career law clerk positions in the system as “career law clerk-chambers.”

CHAMBERS PROFILE

Part of the OSCAR judge profile that allows the judge to indicate if the chambers only has permanent clerks and/or does not wish to be contacted by applicants and law schools.

CHAMBERS STAFF ACCOUNT

Judges are able to create additional OSCAR accounts tied to their own accounts for staff within their chambers. These accounts can be assigned different system rights to control the user's level of access.

CHANGE FOLDERS

Option available for the user to copy an item to another custom folder; the Change Folders icon indicates that the application has already been placed or copied into one or more folders.

CHOOSE MY RECOMMENDERS

A sub-tab in the Applicant interface under the My Recommendations tab that allows an applicant to select or create a pool of recommenders.

CHOOSE EXISTING RECOMMENDER

A section under Choose My Recommenders sub-tab where applicants can choose faculty recommenders from their law school from a drop-down list or search the OSCAR master recommender directory for a recommender's name.

CIRCUIT CODES

Identifies which circuit a judge or staff attorney's office resides. It can be found in the profile of the judge or staff attorney office.





OSCAR Glossary

CIRCUIT JUDGE

A judge type in OSCAR indicating a United States Court of Appeals judge. Judges serving on the United States Court of Appeals are nominated by the President of the United States and are confirmed by the United States Senate. Circuit judges have lifetime tenure.

CITIZENSHIP REQUIREMENTS

Under a provision in the appropriations bill passed in December 2009, appropriated funds may not be used to pay compensation to noncitizen employees with duty stations in the continental United States, unless they qualify under one of the following exceptions:

- U. S. Citizen.
- Lawful permanent resident who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).
- Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible.
- Person who owes "allegiance to the United States" (e.g., nationals of American Samoa, Swains Island, and Northern Mariana Islands, and nationals who meet other requirements described in 8 U.S.C. § 1408).

The appropriations law requirements apply to anyone appointed into a paid position within the judiciary in the continental U.S. The appropriations law requirements do not apply to employees with a duty station in Alaska, Hawaii, the Virgin Islands, Puerto Rico, Guam, or the Northern Mariana Islands, nor do the requirements apply to unpaid volunteers.

Judiciary offices must obtain concurrence from the Administrative Office of the U.S. Courts, Office of General Counsel, to appoint an individual who is not a U.S. citizen.

In addition to the above appropriations law, The United States Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), mandates all federal government agencies in the continental U.S. comply with the Immigration Reform and Control Act of 1986 (IRCA) which states that federal government agencies must hire only U.S. citizens and aliens who are authorized to work in the United States.

For additional information regarding the employment of non-United States citizens, call the Office of General Counsel at the Administrative Office of the U.S. Courts at (202) 502-1100.

CLERKSHIP DETAILS

Tab on the Applicant interface that displays detailed information about a position (e.g., Term Start Date).





CLERKSHIP POSITION STATUS

Basic search capability that allows applicants to search for positions that are Available, Filled, Expired, and/or None (meaning no position has been posted by the judge or staff attorney's office).

CLERKSHIP TERM

The Clerkship Term field identifies the duration of a clerkship position created by a judge. Options include 1-year, 2-year, 3-year, 4-year, career, or permanent.

CLERKSHIP TYPE

This field allows the judiciary user to identify the clerkship type in posting a position since OSCAR accommodates judges, staff attorney offices, and courts hiring law clerks and staff attorneys. Options include term law clerk – chambers, career law clerk – chambers, temporary law clerk – chambers, pro se law clerk, death penalty law clerk, and BAP law clerk.

CLOSE DATE

The date a position posting will close in OSCAR. OSCAR does not allow the submission of an application after the close date has passed. If a close date is not entered when a position is posted, OSCAR will automatically assign a date six months from the open date. If this date passes without action being taken, the position will expire, and applicants will no longer be able to submit online applications.

CLOSE POSITION

Button available to judges and staff attorney offices to close a position and list the position as filled.

CODE OF CONDUCT FOR JUDICIAL EMPLOYEES

Ethics and Judicial Codes of Conduct that apply to all employees of the Judicial Branch except Justices; judges; and employees of the United States Supreme Court, the Administrative Office of the United States Courts, the Federal Judicial Center, the Sentencing Commission, and Federal Public Defender Offices. See <https://oscar.uscourts.gov/drupal/content/code-conduct-judicial-employees>.

COLUMN SORT/REVERSE COLUMN SORT

The presence of small triangles, located at the end of a column header, indicates that an OSCAR column may be sorted (or reverse sorted) by that category. For instance, you could use the column sort to sort a list of judges by application method.





CONDENSE APPLICANTS

An option available in a judge or staff attorney office profile. If a judge or staff attorney office posts more than one position, they may receive multiple applications from a single applicant. The condense applications option displays only a single application from the applicant on the list of applicants. Using this option will affect the behavior of OSCAR folders.

CONFIRMATION EMAIL FOR APPLICATION SUBMISSION

The email that is sent to the applicant after an application has been finalized and submitted.

CONFIRMATION NUMBER

In addition to a confirmation email, applicants will receive a confirmation number for each finalized application and for any application updates to a finalized application. This number indicates that the application was successfully delivered to the appropriate judge or staff attorney office account.

CONTACT US

A form used to contact the OSCAR Program Office via email.

COPY PREVIOUS POSITION

Allows a judge, staff attorney office, or court to copy the contents of a previously posted position into a newly created position.

COPY TO EXISTING FOLDER

A Batch Options menu item that copies the selected list items to an existing folder.

COPY TO FOLDERS

Option available for judges, staff attorney offices, and applicants to copy an item to a custom folder. The presence of the Copy To Folders button also indicates that the item has not been placed in any folder. If the item has been placed, or copied, in one or more folders, the Change Folders button will appear instead.

COPY TO NEW FOLDER

A Batch Options menu item that creates a new folder and adds selected items to it.

COURT ADMIN USERS LIST

Tab available to system administrators and court unit administrators showing court unit administrator accounts.





COURT PROFILE

Tab available for court unit administrators to identify the clerk of court name and email address.

COURT UNIT ADMINISTRATOR

An administrator account available to a court for managing their law clerk positions; court unit administrators can perform many functions in OSCAR on behalf of the judges in their court.

CREATE DRAFT APPLICATION

Available to both applicants and law school administrators, the Create Draft Application button stores the documents entered in the Build an Application box as a draft application. Creating a draft application is the first step in the application process and allows applicants to review all their documents as the receiving judge or staff attorney office, making any changes as desired, before the packet is finalized. The Create Draft Application button also triggers the pending recommendation requests to associated recommenders.

CREATE RECOMMENDER (MASTER RECOMMENDER DIRECTORY)

This button allows the user to create a new recommender that is not listed on the school's faculty recommender list or in OSCAR's master recommender directory.

CURRENT RECOMMENDERS

Applicants will find a list of their current recommenders under their My Recommendations tab. This list displays all recommenders that an applicant has selected and can associate with an application.

CUSTOM FOLDERS

Folders used to organize items in OSCAR, such as applicants or clerkship positions. Certain users can create custom-named folders for this purpose.





D

DATE MODIFIED

Under the Search for Positions tab, column found on the Judges List and Staff Attorneys List sub-tabs that displays the last date a change was made to the judge or staff attorney office account.

DEACTIVATE ACCOUNT

An applicant or his/her law school administrator can deactivate the applicant's OSCAR account. Deactivating the account will withdraw any active applications, delete application documents, and archive the account. The applicant should deactivate the account if he/she no longer needs access to OSCAR.

DEATH PENALTY LAW CLERK

The death penalty law clerk provides legal advice and assistance to judges in death penalty habeas corpus matters.

DELETE APPLICATIONS

An option in the Batch Options menu for judges and staff attorney offices that removes an application to the Deleted Applicants folder.

DELETE FOLDER

An option in the Batch Options menu that removes a folder and all its contents within the folder.

DISTRICT CODE

Each district court is assigned a district code that is comprised of a two-letter abbreviation for the state followed by the abbreviation for the particular district (e.g., NYS=New York Southern). Applicants can search for positions by district code.

DISTRICT JUDGE

A federal judge nominated by the President of the United States and confirmed by the United States Senate who serves in one of the 94 United States District Courts (89 in the 50 states). The number of judgeships allotted to each district is set forth in Title 28 of the U.S. Code, Section 133.

DOCUMENT TEXT SEARCH

This advanced search feature allows a judge or staff attorney office to perform text searches on all application documents from their list of applicants.





DOCUMENT TYPE

OSCAR allows applicants to create and/or upload several different types of documents, including cover letters, resumes, different types of grade sheets, and writing samples. Recommenders are able to upload letters of recommendation. All documents uploaded to OSCAR must be in PDF format and under 300kilobytes. Documents created in OSCAR using the online editor are converted to PDF before being attached by an applicant to an application.

DRAFT APPLICATION

An application that has been created by an applicant or law school administrator but not finalized. Draft applications are not viewable by judges, staff attorney offices, or courts and show a status code of "D" when viewed by the applicant or a law school administrator.

E

EDIT

The Edit button and Edit icon are available to all OSCAR participants (e.g., look for it on the Account or Profile tabs) and allow users to make changes to their information in OSCAR.

EMAIL FREQUENCY

Profile setting that allows users to select how often they receive email notifications from OSCAR. Users may have the opportunity to set email frequency for multiple items, such as newly posted positions or reminders of pending recommendation requests.

EXPIRED

The Expired status shows on the Search for Positions tab indicating that a position's deadline for receiving applications has past and applicants can no longer apply.

F

FEDERAL LAW CLERK HIRING BEST PRACTICES

The Federal Law Clerk Hiring Best Practices establishes the voluntary guidelines for judges when recruiting and hiring clerkship applicants.

See <https://oscar.uscourts.gov/hiring-practices>.





FEEDBACK

A form used to contact the OSCAR Program Office that is accessible in the upper right corner of most OSCAR interfaces.

FILLED

Status shown on the Search for Positions Tab indicating that a judge or staff attorney office has marked a position filled.

FINALIZE APPLICATION

The Finalize Application button changes the status of an application from Draft to Finalized and releases the application to the judge, staff attorney office, or court.

G

GENERATE PACKET

A Batch Options function available to judges, staff attorney offices, and courts that compiles and generates PDF files of selected applicants and application documents. Requested packets become available for download on the Printable Application Packets tab under the Applicants section of the main navigation menu.

GRADE SHEET

A Grade Sheet is an unofficial transcript entered into OSCAR by the applicant under the My Documents tab. Judges, staff attorney offices, and courts are aware that all grade sheets in OSCAR are unofficial, and they can request applicants to provide official transcripts outside of the OSCAR system. Applicants can upload law school grade sheets, undergraduate grade sheets, and other grade sheets.





H

HELP

Click the Help button to access OSCAR online help—a searchable, indexed help resource.

HIRING COMMITTEE FOLDERS

OSCAR provides the Hiring Committee Folders feature for staff attorney offices so that they can share folders and folder contents. Applications copied to the Hiring Committee Folders are only available to staff who have the user right that provides them such access.

HIRING PRACTICES FIELD

A mandatory field in the OSCAR judge profile that allows judges to inform applicants and law schools of their hiring preferences and schedules. See the judge profile for examples of hiring practices statements.

I

IMPORT ALL (MASTER RECOMMENDER DIRECTORY)

Import All allows law school administrators to import their school's entire Master Recommender Directory of faculty recommenders into OSCAR. It lists the number of total records imported.

IMPORT CURRENT (MASTER RECOMMENDER DIRECTORY)

Allows law school administrators to import the current (on screen) record of their law school's Master Recommender Directory in order to verify the accuracy of the record prior to uploading the entire directory





J

JUDGE DETAILS

Applicants may click on a participating judge's name in OSCAR to view the Judge Details tab, which lists the judge's profile information. Law school administrators have access to this same information on the Judge Information tab.

JUDGE STATUS

This field identifies if a judge is [Active](#) or [Senior](#).

JUDGE TYPE

The judge type field allows applicants and law schools to search OSCAR for the following types of judges: circuit judge, district judge, magistrate judge, and bankruptcy judge.

K

KEYWORDS

Field in the Basic Search box in OSCAR to search a list of names or email addresses.

L

LAST UPDATED

The Last Updated column displays a date/time stamp on the Applicants List to inform judges, chambers staff, court unit administrators, and staff attorney offices that the applicant updated the finalized application. For applicants, the Last Updated column appears on the My Applications tab and displays the date/time stamp and confirmation number of the application updates.

LAW SCHOOL ADMINISTRATOR

Law school administrators have certain administrator capabilities in OSCAR allowing them to manage their school's applicant and recommender accounts, manage their law school profiles, certify class rank, and run reports.





LAW SCHOOL PROFILE

Each law school maintains a Law School Profile to provide information on participation in the Federal Law Clerk Hiring Plan, career services office contact information, law school website, and law school dean contact information. Note: The law school dean contact information is only viewable by the Administrative Office of the United States Courts.

LAST RUN (REPORTING)

A button that allows an administrator user to view the last run of a report.

M

MAGISTRATE JUDGE

A judicial officer of a district court who conducts initial proceedings in criminal cases, decides criminal misdemeanor cases, conducts many pretrial civil and criminal matters on behalf of district judges, and decides civil cases with the consent of the parties.

MAIL

A Batch Option feature that allows administrators, judges, staff attorney offices, and courts to send email through OSCAR to a group of selected recipients (e.g., applicants).

MAIL ASSISTANTS

A Batch Option feature that allows law school administrators to send emails through OSCAR to just a recommender's faculty assistant.

MAIL WIZARD

Provides certain users with the ability to create mass emails. For instance, judges might use this feature to send email to their applicants. A mail wizard exists to assist users with creating and sending these email messages.

MANAGE EMAILS

Tab that judges, chambers staff, and staff attorney offices use to view their emails sent to applicants and to create email templates to be stored for future use.

MARK AS REVIEWED

OSCAR provides the ability for judges, chambers staff, and staff attorney offices to mark applications as reviewed.





MATCH ALL

Clicking Match All when conducting a keyword search from a Basic Search box instructs OSCAR to ensure that all results match all entered search terms.

MERGE CODES/FIELDS

Merge codes or fields allow a user to customize a single email for multiple recipients. Merge codes or fields are placeholders for information stored in the OSCAR database that will be filled in when the email is sent. For instance, if you are creating a recommendation letter in the OSCAR online editor and you use the merge field [judge_name], OSCAR will replace the merge code with the last name of whichever judge the letter is sent to.

MESSAGE IDENTIFIER

The Message Identifier is the label given to a saved email template. It is similar to the subject of the email, but it will not be viewable to the recipient. Users may want to enter the same label in both fields.

MY DOCUMENTS LIST

A listing of uploaded and saved documents in an applicant's account.

MY FOLDERS

Users can create custom folders to manage positions and applications. These custom folders that the user personally names reside under My Folders.

MY HISTORY

A tab that provides the ability to search for transactions (tasks) performed in an account.

N

NEXT SCHEDULED RUN (REPORTING)

Administrator users with access to the reporting function can assign reports to automatically run at specified intervals. The date and time of next scheduled run is shown in the column of the same name.





O

OFFICE PROFILE

The Office Profile field in the OSCAR staff attorney office profile allows the user to indicate if the office only has permanent staff attorneys and/or does not wish to be contacted by applicants and law schools.

OPEN DATE

The Open Date field is available when creating or editing a position. This field allows users to set the date when the position will be visible to applicants and law school administrators and open for applications.

OPTIONS

The Options column is available on various lists in OSCAR and contains buttons or icons to allow the user to perform actions on the item listed in the row. For example, the Options column in a judges or applicants list will show the Copy to Folders or Change Folders buttons, while the Options column in the My Applications tab for applicants allows the user to delete or edit draft applications and withdraw finalized applications.

OSCAR

The Online System for Clerkship Application and Review (OSCAR) is the Internet-based system for law clerk and staff attorney recruitment that is maintained by the Administrative Office of the United States Courts. This program is a centralized resource for notice of available positions, position application information, and employment information.

OSCAR JUDGE

A judge with a profile in OSCAR is considered an OSCAR judge. Judges not participating in OSCAR are listed but do not have a full profile or the ability to post positions in OSCAR.

OSCAR WORKING GROUP

The OSCAR Working Group of judges and law school representatives identify current process and system issues; develop recommendations for the new requirements or enhancements; represent the issues in setting priorities and assessing system implications associated with policy issues and decisions; and promote orderly transparent federal law clerk recruitment and hiring practices.





P

PASSWORD REQUIREMENTS

OSCAR requires all user accounts to have a password that contains:

- At least 8 characters (20 maximum)
- At least one number
- At least one lowercase letter
- At least one uppercase letter
- At least one special character (e.g., !, @, #, \$)
- No spaces

PASTE AS PLAIN TEXT

Use the Paste As Plain Text button to copy and paste text into OSCAR's online editor tool to remove formatting commands created by word processing software.

PERIOD OF UNAVAILABILITY

Applicants who mark themselves unavailable can indicate a period of unavailability that will be viewable to judges and staff attorney offices.

POSITIONS

Tab in OSCAR where staff attorney offices and judges can create and manage their positions.

POSITION STATUS

Positions posted in OSCAR can have a status of available, expired, or filled. Applicants cannot submit applications to positions with a status of expired or filled. A position will show the status of expired if the judge or staff attorney office who posted the position takes no action before the close date passes.

POSITION TERM

The duration of a staff attorney position created by a staff attorney office. Options include 1-year, 2-year, 3-year, 4-year, or permanent.

POST DATE

The date a position was created in OSCAR. Viewable to the position creator and other administrators.





POST POSITION

After entering the details of the position, the Post Position button allows the user to post the position in OSCAR.

PREVIOUSLY REVIEWED (ADVANCED SEARCH)

This search parameter allows staff attorney offices and judges to only display search results for previously reviewed applications.

PREVIOUS VERSION (REPORTING)

Administrator users with access to the reporting function can view previously generated reports from this tab.

PREFERRED STATES

Within the Applicant interface on the Profile tab, applicants can choose to receive notifications on new positions posted in OSCAR for judges' chambers located in specific states.

PREFERRED TYPES

Within the Applicant interface on the Profile tab, applicants can choose to receive only notifications on new positions posted in OSCAR for a specific type of judge (e.g., Circuit, District, Bankruptcy, etc.) or staff attorney office.

PRINTABLE APPLICATION PACKET

OSCAR can compile selected applicants and their application documents into printable, downloadable documents for judges and staff attorney offices. Requested packets become available for download on the Printable Application Packets tab under the Applicants section of the main navigation menu. See [Generate Packet](#).

PRO SE LAW CLERK

The pro se law clerk provides legal advice and assistance to the court in connection with prisoner petitions and complaints.

R

RATING

Column on the Applicants List within the Judge and Staff Attorney Office interfaces that allows the user to rate an application.





RECEIVE EMAIL FREQUENCY

Profile setting that allows users to select how often they receive automatic email notifications from OSCAR. Available settings are daily, weekly, and never. Users can set email frequency for multiple items, such as newly posted positions or reminders of pending recommendation requests. Also [Email Frequency](#).

RECEIVE WEEKLY REMINDER OF PENDING REQUESTS

Profile setting that allows recommenders to choose whether to receive a weekly email with a reminder of pending requests for letters of recommendation.

RECENT ITEMS

A section on administrator home pages that shows the most recent activity by the user.

RECOMMENDER

In OSCAR, any individual who submits electronic letters of recommendation on behalf of an applicant is termed a recommender. Recommenders do not register for accounts themselves, but rather the accounts are created by the action of either an applicant or a law school. The first time that a recommender is identified in OSCAR by any applicant, the system will send an automatically generated username and password to the email address associated with the new account. Recommenders have the option to receive automatic email notification from OSCAR regarding new or pending requests for letters of recommendation.

REGEN REPORT (REPORTING)

Administrator accounts with access to the reporting function use this icon to regenerate an existing report to display current information.

REMOVE FROM EXISTING FOLDER

This Batch Options feature allows users to remove the selected item(s) from the specified folder.

REMOVE SELECTED RECIPIENTS

Allows the user to highlight and remove recipients from an email list that contains multiple recipients.

RENEWABLE

Judges and staff attorney offices can designate a position as renewable, meaning that it can be extended beyond its original term. This designation is viewable to applicants in the position details.





REPLACE RESUME/COVER LETTER

This Batch Option feature allows applicants to replace these application documents on Draft and Finalized applications.

REPLY TO

Email address that an applicant can respond to when an email is sent from the Mail Wizard tab within a judge or staff attorney office account.

REQUEST DOCUMENT UPDATE

This Batch Option feature allows judges, court unit administrators, and staff attorney offices to send an email requesting an applicant to update their applications with a specific document. OSCAR displays a status code of “RU” for request update.

REQUIRED FIELD

Indicates to the user that the field is required and data must be entered into the field in order to use the Save/Submit buttons.

RESET SETTINGS (RECOMMENDER IMPORT)

When using the Recommender Import feature, this button allows the law school administrator to return all the fields in the Mapping Field column to the OSCAR default settings.

RESOURCES

The Resources tab is the location where users can access OSCAR and law clerk hiring information. Once logged into OSCAR, the user can access the tip sheets, video tutorials, and other important informational resources specific to the user type.

REVIEWED

Judges and staff attorney offices can flag those applicants they have reviewed. The indication appears in the Reviewed column of any list of applicants list.





S

SAO

Staff Attorney Office.

SAO STAFF ACCOUNT

A staff attorney office user with administrator rights can create additional OSCAR accounts for their staff. These accounts can be assigned different system rights to control the user's level of access.

SAVE

This button saves your work and leaves you on the current page when entering data into a form.

SAVE AS EXCEL

Allows users with access to the Save as Excel feature from the Batch Options menu to save an entire list, selected items, or the current page as Excel spreadsheet.

SCHEDULING (REPORTING)

Administrator users with access to the Reporting function can schedule reports to run at specified intervals using the Scheduling tab.

SCHOOL ADMINS

Law school administrators can manage accounts for their law school and to delete unused accounts from this tab.

SENIOR JUDGE

Judges are listed as either Active or Senior in OSCAR. A senior judge is one who, after attaining the requisite age and length of judicial experience, acquires senior status. A senior judge retains the judicial office and may cut back his or her workload by as much as 75 percent, but many opt to keep a larger caseload. The judge's status is viewable in the Judge, Chambers Staff, and System Administrator interfaces only.

SPECIALIZED WORK EXPERIENCE PREFERRED

Judges, staff attorney offices, and courts can identify in the position posting if they prefer to receive applications from applicants with any of the following specialized work experience: appellate, bankruptcy, death penalty, habeas, immigration, patent, prison litigation, pro se, and social security.





SPECIALTY COURT

Bodies within the judicial branch of government that generally address only one area of law or have specifically defined powers (e.g., United States Court of Federal Claims, United States Court of International Trade, and United States Court of Appeals for Veterans Claims).

STATUS (APPLICATIONS)

Judges and staff attorney offices can view an application's status from the Applicants List or Folders tabs. OSCAR displays four different icons for application status:

- F – Finalized application (no updates)
- U – Application updated by applicant or recommender
- W – Withdrawn application
- RU – Judge or SAO requested an update of one or more application documents

STATUS (JUDGES)

Judges are listed as either Active or Senior in OSCAR. The judge's status is viewable in the Judge, Chambers Staff, and System Administrator interfaces only. See [Active Judge](#) and [Senior Judge](#).

STATUS OF CLERKSHIP/SAO RECOMMENDATIONS

Tabs under the My Recommendations section of OSCAR's Applicant interface that shows the status of a clerkship or staff attorney recommendation as complete or pending. A green checkmark indicates the recommendation is complete.

SUBMIT

The Submit button saves your work and brings you back to the previous screen when entering data into a form.

SUBMIT RECOMMENDATION

Button that finalizes the submission of a recommendation letter to a judge or staff attorney office.

SUBMITTED ON

This column on the Applicants List or Folders tab displays the date an application was released to the judge or staff attorney office.

SYSTEM FOLDERS

OSCAR provides five system folders to judges and staff attorney offices. These folders behave differently than the optional custom-named folders and cannot be deleted by the user.





T

TEMPLATE TYPE

Recommenders can create recommendation letters, save them as a template for future use, and identify the template as either judges or staff attorney offices.

TEMPORARY LAW CLERK

Occasionally, emergency situations require a judge to obtain additional law clerk assistance for a limited period of time and with a specific termination date. This is a temporary appointment. If the appointment is for one year or less, the law clerk will not be eligible for health, dental, vision and life insurance coverage, retirement, participation in the judiciary flexible spending accounts, or the Thrift Savings Account. A temporary law clerk appointed for more than one year is eligible for health, dental, vision and life insurance coverage, and participation in judiciary supplemental benefit programs, but is not eligible to participate in the retirement system or the Thrift Savings Plan. All temporary law clerks are subject to social security deductions. If the expiration date of the appointment does not extend to the end of the calendar year and the law clerk has fewer than four years of service with the Federal Judiciary, he/she will not be eligible to enroll in the Health Care Reimbursement Account the last year of the appointment.

TERM LAW CLERK

Term appointments are the most common. Term federal judicial law clerks serve on an appointment limited to a total of four years, but are generally one or two years in duration. Some judges appoint term law clerks for eighteen months. The length of the term for a position listed in the OSCAR system is indicated in the "term dates" field in the position announcement. Term appointment law clerks are covered by Social Security and are eligible for health, dental, vision and life insurance coverage, and participation in judiciary supplemental benefits programs. If, however, the expiration date of the appointment does not extend to the end of the calendar year, and the law clerk has fewer than four years of service with the Federal Judiciary, he/she is not eligible to enroll in the Health Care Reimbursement Account the last year of the appointment. Term law clerks are not eligible to participate in the federal employee retirement systems or the Thrift Savings Plan. OSCAR identifies term law clerk positions as "term law clerk-chambers."

TERMS OF USE

OSCAR's terms of use identifies the conditions a user agrees to in order to access and make use of the system.





TIP SHEETS

Tip sheets provide step-by-step instructions that help the user perform certain functions within OSCAR. Tip sheets are located in the blue information box within each tab of each user interface pertaining to the function being performed. The tip sheets for each user interface can also be located within the Resources tab in OSCAR.

U

UNAVAILABLE

OSCAR applicants can mark themselves unavailable and indicate a period of unavailability. Marking oneself unavailable will withdraw all of an applicant's applications. Judges and staff attorney offices can view these applicants from the Unavailable Applicants List tab.

UNSUBSCRIBE

OSCAR users can unsubscribe from email notifications from the OSCAR welcome page. OSCAR includes an unsubscribe link in automatically generated email notifications.

UPDATE APPLICATION

Button available from the Build an Application box that allows the applicant to update and save changes to an application created in OSCAR.

UPDATE EMAILS (JUDGES)

In the My Profile tab under the My Account sub-tab, the Update Emails button is used to add the email address associated with a judge's recommender account and merge the account into the judge's OSCAR account to prevent multiple logins.

USE SAVED SEARCH

OSCAR allows users to name and save searches created with the Advanced Search function. Users can then access these saved searches from the Basic Search boxes found throughout OSCAR.





V

VERIFICATION OF DATA

Section on the applicant profile requiring that all applicants certify that all information entered into OSCAR is accurate and true to the best of the applicant's knowledge. In addition, applicants must certify the accuracy of information in any application updates to finalized applications.

VIEW PRINTABLE LIST

On the Applicants List and Folders tabs, the judge or staff attorney can view a selected list of applicants in the browser window that can be printed.

W

WITHDRAW

Button within the Applicant interface in the Build an Application box or the My Applications section that withdraws an application from consideration. The application will display as withdrawn within the judge or staff attorney office account. Applicants cannot reapply or resubmit an application for the position once an application has been withdrawn. Law school administrators also have the ability to withdraw applications via the Clerkship and Staff Attorney Applications tabs.