



Batch Finalize Your Applications

OSCAR gives you the ability to finalize multiple (batch finalize) applications with a single click. When you finalize an application, it becomes viewable to the judge or staff attorney office.

You can view your applications, whether draft, final, or withdrawn, under *My Applications* in OSCAR's main navigation menu.

1. Hover your cursor over **My Applications** and choose **Clerkship Applications** or **Staff Attorney Applications** from the drop-down menu.



A list of all your applications appears.

2. Scroll down and select the applications you wish to finalize by clicking in the check boxes in the left column.



3. Click the **Finalize Applications** tab under *Batch Options*.



OSCAR displays a pop-up prompt.

4. Click **OK** to confirm the finalization.

The selected applications are now finalized. As a visual reminder, these applications will display  in the *Application Status* column.



Contact OSCAR

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8 a.m. – 5 p.m. (ET) Monday – Friday