



## Build an Application

Building your application is the final step in the OSCAR application process. Before you begin building your applications, you must upload your application documents to the *My Documents* tab, add your recommenders in the *My Recommendations* tab, and identify the positions you will be applying to. If you do all of this ahead of time, building the application will be simple and straightforward.

Applicants can submit up to 100 online applications to chambers law clerk positions through OSCAR. You can create as many draft applications as you want, but you can have only 100 finalized applications to chambers law clerk positions at one time. You can reclaim application slots by withdrawing applications, but remember: You cannot reapply to a position once you have withdrawn your application. If a position is closed in OSCAR, the application slot will return to you. If a position expires, the application slot returns after 30 days or when you withdraw the application.

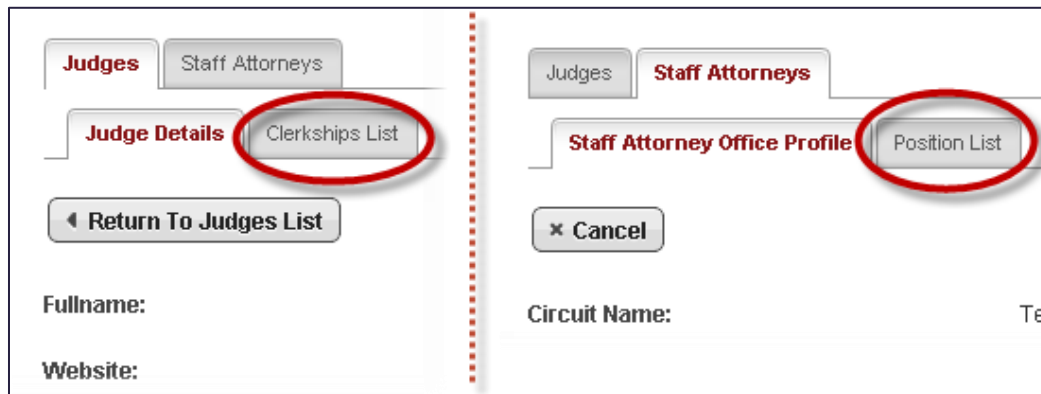
**Note:** Application limits do not apply to staff attorney positions and pro se, death penalty, and bankruptcy appellate panel law clerk positions.

Take the following steps to build an application:

1. Navigate to the position you wish to apply for, whether you have identified it on the *Judges List* or *Staff Attorney Office List*, through the advanced search function, or you have stored it in a folder. For clerkship positions, click on the judge's last name to open the *Judge Details* tab. For staff attorney positions, click on the circuit name to open the *Staff Attorney Office Profile* tab.

Batch Options				
Replace Resume/Cover Letter ▾	[Copy To New Folder]	Finalize Applications	Save This List to Excel	
☰	Last Name ▾	First Name ▾	Type of Judge ▾	Court
	<a href="#">Abel</a>	Mark	Circuit Judge	United States Court of Ap
Clerkship in <i>Abel</i> Position				
<input type="checkbox"/>	Term Law Clerk Chambers	4 Year	Term Start: 1/1/2007	

- For clerkship positions, click the *Clerkships List* tab to see a list of the judge's clerkship positions. For staff attorney positions, click the *Positions List* tab.



OSCAR displays the list of clerkship or staff attorney positions.

- Click **View & Apply** in the *Options* column to begin assembling your applications. OSCAR displays the *Position Details* tab with the clerkship or staff attorney position information (dates, description, location, etc.) and requirements (documents, recommendations required, law journal/review, class standing, etc.).

<b>Status:</b> Available
<b>Clerkship Type:</b> Career Law Clerk-Chambers
<b>Clerkship Term:</b> 3 Years
<b>Term Start:</b> January 1, 2012

The preferred method of application appears in the *Build an Application* box. 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 staff attorney office per their indicated application method (paper via regular mail or email).

<b>Build an Application</b>
<b>Paper:</b> The Honorable Kristin Judge 123 Test Arlington, VA 22209
<b>Email:</b> symptestjudge@yahoo.com
<b>Fax:</b> 7033510200

If the judge or staff attorney office is accepting online applications, you can begin building an application for submission. The *Build an Application* box outlines the steps.

### 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.

**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.

[+ Create Draft Application](#) \* indicates a required field

4. Select the documents you wish to include with the application using the drop-down menus. The **[new]** option allows you to enter/upload a new document. The documents a judge or staff attorney office requires for a particular position are listed under the *Required Documents* 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 [\[new\]](#):**  
No Other Grade Sheets found!

**Select documents to attach to application from pull-down menus.**

**Move mouse over [select] bar to reveal pull-down menu and selection box.**

5. Enter a list of references in the *References* box if the judge requires it.

**References :** ? HELP

Please enter your references below, with their phone numbers and email addresses. OSCAR adds the information you type in the References box to the first page of your application packet.

6. Select your recommenders if the judge requires individual letters of recommendation by checking the boxes next to their names. Default recommenders will already be checked. Remember that you must add your recommenders on the *My Recommenders* tab for them to be available in the *Build an Application* box. **Note:** Completing this step and clicking the **Create Draft Application** button triggers OSCAR to send the recommendation requests to your recommenders' accounts.

**Recommenders :** ? HELP

Recommenders upload letters of recommendation through OSCAR.

Bacon, Kevin

Ekim, Alledrot

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.

7. When you have attached your documents and identified your recommenders, click **Create Draft Application**. OSCAR creates your draft application and sends recommendation requests to your designated recommenders. If you choose, you can delete the draft application and still have the option to reapply for the clerkship or staff attorney position.

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](#)

8. Click the **Finalize Application** button to release your application to the judge or staff attorney office for viewing. You can continue changing application documents or recommenders on finalized applications, but the application is viewable to the judge or SAO. Note: All times in OSCAR are Eastern Time, including position close dates.

**Last Step Required - Finalize Application:**

You must click the Finalize Application button to make your application viewable to the judge.

[▶ Finalize Application](#)

9. To view your applications, whether draft, finalized, or withdrawn, hover your cursor over *My Applications* in the main navigation menu and click **Clerkship Applications** or **Staff Attorney Applications** in the drop-down menu.



From either list, you can delete or edit draft applications and edit or withdraw finalized applications. You can also use the *Batch Options* menu to finalize multiple applications at once.

Last Updated	Options
Sep 12, 2014 3:23 pm	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
Sep 17, 2014 2:11 pm Conf #: 20140917-41afe490	<input type="button" value="Withdraw"/> <input type="button" value="Edit"/>



### Contact OSCAR

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

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday