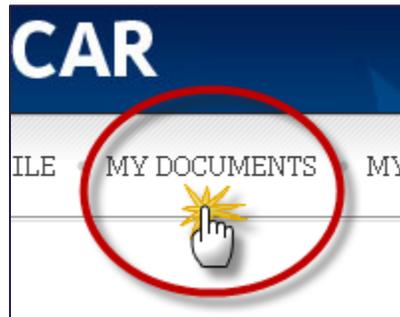




## Upload Application Documents

Before you can begin building your applications, you will need to upload the documents—cover letters, resume, grade sheet(s), and writing sample(s)—you plan to submit. The number and type of documents you submit with any given application packet will vary depending on the position requirements; however, a resume is **always** required.

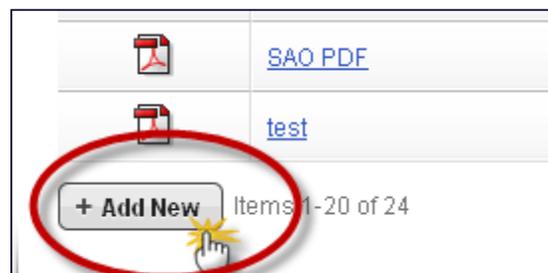
1. Click **My Documents** in the main navigation.



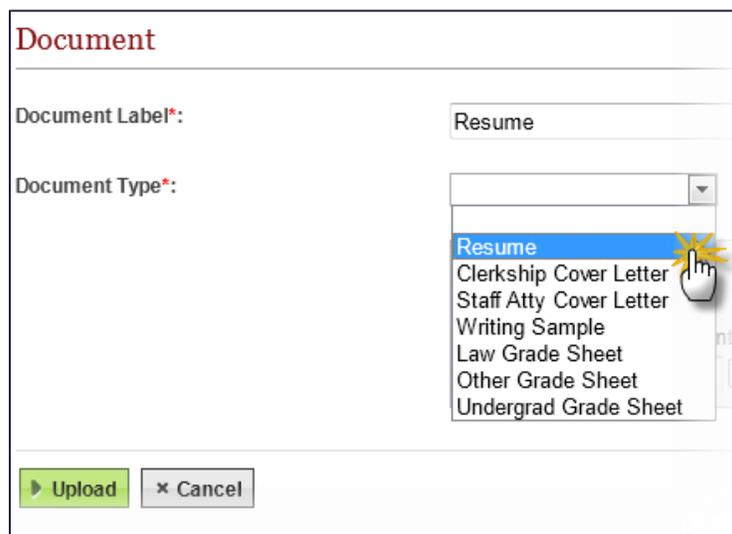
The *My Documents* tab is where you upload or create all of the applicant-generated documents that you will include in your application packets. The process of uploading documents to OSCAR is simple and straightforward, but there are certain restrictions you must be aware of:

- All documents uploaded to OSCAR must be PDF files.
- All documents uploaded to OSCAR must be less than **1 MB** in size.
- Grade sheets cannot be uploaded to OSCAR. They must be created using the grade sheet online form. **Note:** Judges and staff attorney offices are aware that these are not official transcripts.
- You are restricted to having a certain number of documents uploaded to OSCAR at any one time. Restrictions vary by document type and are listed on the *My Documents* tab.

2. To upload or create a document, click the **Add New** button at the bottom of *My Documents*.



3. OSCAR displays the form to upload or create new application documents, including resumes, cover letters (judge or staff attorney), writing samples, and grade sheets (law, undergraduate, and other).
  - To create a cover letter with the online editor, please see the [Create a Cover Letter Using the Online Editor](#) tip sheet in OSCAR's online help.
  - To create grade sheets, please see the [Create a Grade Sheet](#) tip sheet in OSCAR's online help.
4. To upload a PDF resume, cover letter, or writing sample:
  - Enter a name for your document in the *Document Label* field.
  - Choose the *Document Type* from the drop-down menu.



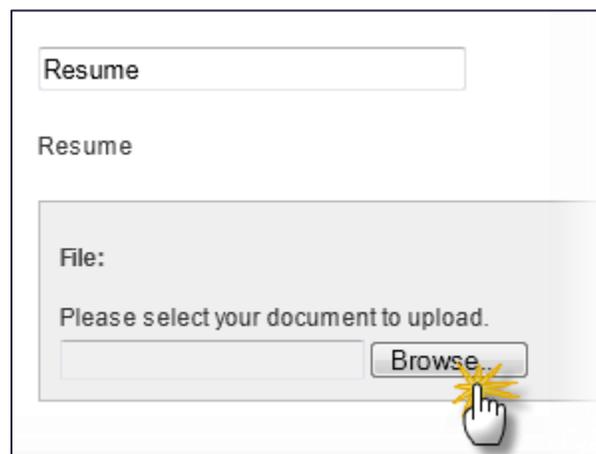
**Document**

Document Label\*: Resume

Document Type\*:  
Resume  
Clerkship Cover Letter  
Staff Atty Cover Letter  
Writing Sample  
Law Grade Sheet  
Other Grade Sheet  
Undergrad Grade Sheet

Upload Cancel

- If you are uploading a resume or writing sample, you will then click the **Browse** or **Choose File** button in the gray file box (depending on the internet browser you are using).



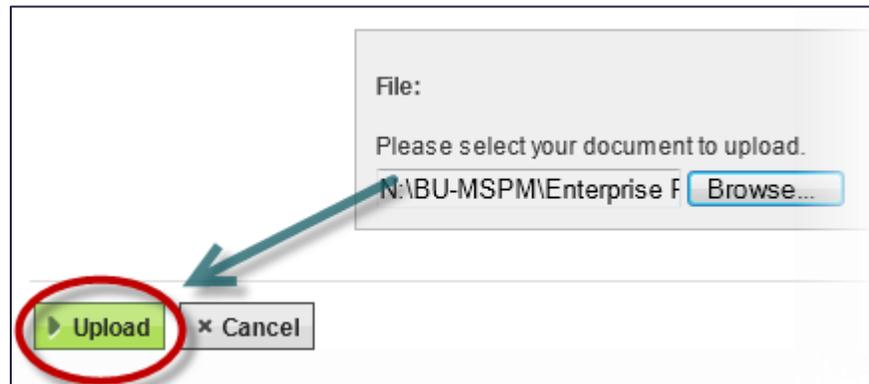
Resume

Resume

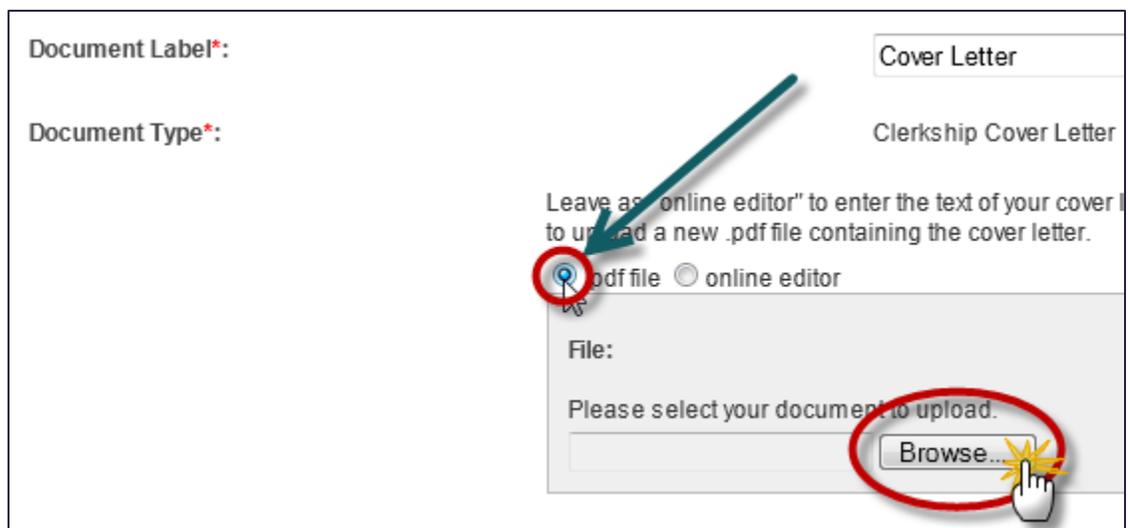
File:  
Please select your document to upload.

Browse

- In the pop-up window that displays, navigate to where the file is stored on your computer or network, select the file, and click the **Open** button. The file path will be shown in the browse box. Click the **Upload** button to upload the selected document.



- If you are uploading a cover letter, OSCAR will display the online editor screen. In the area immediately below the *Document Type* drop-down menu, choose the **.pdf file** option. OSCAR will then display the same file browse box shown above. Click **Browse** to locate your file and click the **Upload** button.



- Your new document will be available in *My Documents*.



### 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