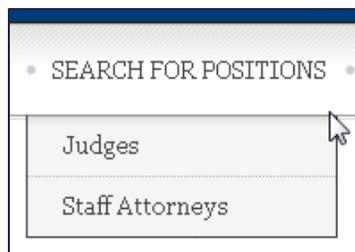# Use the Advanced Search

OSCAR's advanced search allows you to search for clerkship or staff attorney positions using more than 30 criteria fields. With the click of a single radio button, you apply all criteria you entered ("And") or any of the criteria ("Or"). You might, for example, want to find term law clerkship positions posted by district judges who will interview by video conference, are located in Florida, and require no more than two recommendation letters. Using the "And/Or" radio buttons, you can find positions that meet all of these criteria or any of the criteria.

Take the following steps to use OSCAR's advanced search:

1. Move your cursor over *Search For Positions* in the main navigation. Click on **Judges** or **Staff Attorneys** in the menu that appears, depending on the type of position you are searching for. There are separate advanced searches for clerkship and staff attorney positions, but they follow the same procedure. The steps below use the judge *Advanced Search*.

2. Click on the **Advanced Search** tab.

3. OSCAR displays the *Advanced Search* screen. From here you select criteria for your judge search. Before launching the search, you must determine whether to use **And** or **Or** logic. Note that OSCAR defaults to **And** logic if no selection is made.

4. Select your search criteria. The following criteria are available in the **Judges** *Advanced Search* tab.

- And/Or (determines search logic)
- Keywords (judge name or city)
- Participating in OSCAR (Y/N)
- Hiring Practices
- Application Method
- Interview Methods Accepted
- City
- States/Territories
- Specialty Court
- Court
- Circuit Code
- District Code
- Judge Type
- Date of Appointment (Month/Year)
- Law School
- Undergraduate School
- Clerkship Type
- Clerkship Position Status
- Clerkship Term
- Number of Recommendations Required
- Law Review Preferred (Y/N)
- Other Journal Preferred (Y/N)
- Moot Court Experience Preferred (Y/N)

- Minimum Number of Years of Law School Grades Required
- Bar Membership
- Prior Judicial Clerkship Experience (Preferred/Required)
- Specialized Work Experience
- Legal Work Experience Post-Law School (Preferred/Required)
- Class Rank Preferred
- Application Finalized (Y/N)
- Application Withdrawn (Y/N)
- Post/Last Modified Date for Open Positions
- Post/Last Modified Date for Closed Positions
- Term Start Month/Year
- Application Open Date
- Application Close Date
- Chambers Profile (Do Not Contact Chambers/Has Only Permanent Clerks)
- Career Clerks
- Temporary Clerks
- Additional Chambers Information

The following criteria are available on the **Staff Attorney** *Advanced Search* tab:

- And/Or (determines search logic)
- Keywords (circuit name or city)
- Application Method
- Interview Methods Accepted
- City
- Circuit Code
- Position Status
- Position Term
- Number of Recommendations Required
- Law Review Preferred (Y/N)
- Minimum Number of Years of Law School Grades Required
- Prior Judicial Clerkship Experience (Preferred/Required)

- Other Journal Preferred (Y/N)
- Class Rank Preferred
- Application Finalized (Y/N)
- Application Withdrawn (Y/N)
- Post/Last Modified Date for Open Positions
- Post/Last Modified Date for Closed Positions
- Term Start Month/Year
- Application Open Date
- Application Close Date

5. After selecting the desired search criteria, click **Submit** to begin the search. If you return to the *Advanced Search* screen to perform another search, use the **Clear** button to remove your previous search selections.

OSCAR will take you to a new *Search Results* tab to view your results. The results are available only as long as you are logged into OSCAR. However, you can copy your search results into folders using the *Batch Options* menu or the **Copy To Folders**/**Change Folders** buttons in the *Options* column. Additionally, you can use the *Batch Options* menu to save the search results to an Excel file.
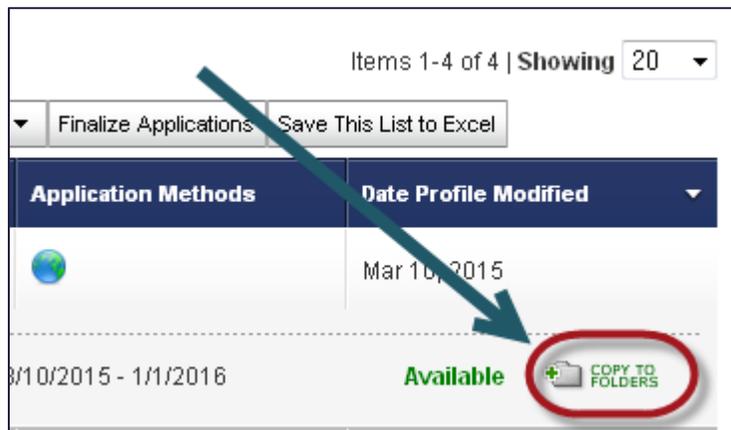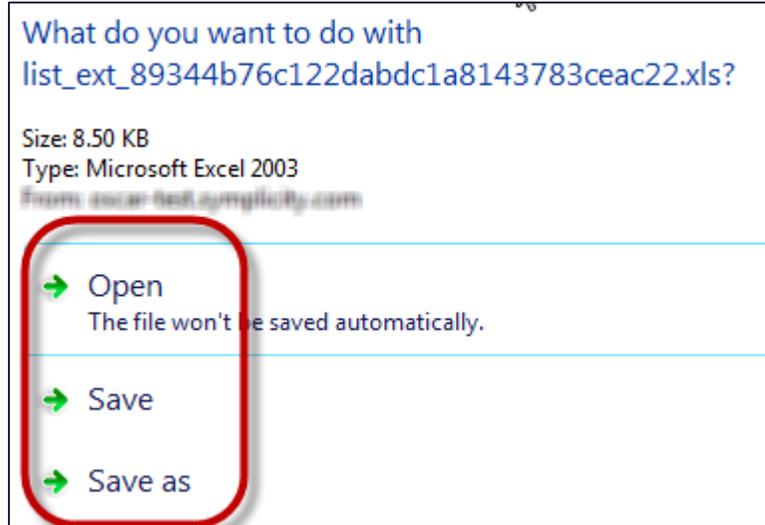

To Save Your Results as an Excel Spreadsheet

1. Go to the *Batch Options* menu and click on **Save This List to Excel.**

A pop-up window giving you the options of **Open**, **Save**, or **Cancel** will appear.

- If you select **Open**, you can view the list of applicants in Excel and save the file to your computer or print the file.
- If you select **Save**, the **Save As** screen appears and you can name your file and save it to your computer.
- Selecting **Cancel** will abort the operation.