



APPLICANT PREP KIT – RESOURCES

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Search for Positions

OSCAR provides several tools to help you find positions suitable to your interests. Both the *Judges List* and *Staff Attorneys List* are highly sortable, which is especially useful for reviewing results from the basic or advanced search tools. You can use the basic search, which includes the most popular search filters, as your primary tool for narrowing down these lists. If you need to execute a more detailed search, try the *Advanced Search* tab, which has a more extensive list of search parameters.

Remember: Judges and staff attorneys have separate *Advanced Search* tabs. Take some time to familiarize yourself with these methods so you get the most out of OSCAR.

About the Judges List and Staff Attorneys List

The **Judges List** contains federal circuit, district, magistrate, and bankruptcy court judges, as well as specialty courts and special masters appointed by the U.S. Court of Federal Claims. The **Staff Attorneys List** shows the 13 appellate staff attorney offices.

OSCAR organizes the **Judges List** by judge name (first and last), type of judge, court, city, whether online applications are accepted, preferred application methods, and date the account was last modified.

As illustrated in the screen capture below, you will find three kinds of judge entries in the list:

1. Judges who **do not participate** in OSCAR. These judges have not registered for OSCAR and do not have an account. You cannot click on the last name of these judges for more information.
2. OSCAR participating judges who **do** have a position available. When a judge has a position posted, you will see the details below the judge's name in the Clerkship Information field.
3. OSCAR participating judges who **do not have positions posted**. These judges have OSCAR accounts but do not currently have positions posted. In some cases, a judge may maintain an OSCAR account specifically to advertise that they **are not hiring**. Clicking on these entries will only allow you to view the judge's OSCAR profile. You will **not** be able to create an application packet.

Anderson	Richard	Magistrate Judge	United States District of Montana
Anderson	[redacted]	District Judge	United States District of Wyoming
Clerkship Information			
<input type="checkbox"/>	Term Law Clerk-Chambers	1 Year	Term Start: 9/1/2018
<input type="checkbox"/>	Term Law Clerk-Chambers	1 Year	Term Start: 9/1/2018
Andrews	Richard	District Judge	United States District of Delaware
Anello	Michael	District Judge	United States District of Delaware

OSCAR organizes the **Staff Attorneys List** by circuit number, court, city, whether online applications are accepted, preferred application methods, and date the account was last modified. The **Staff Attorney List** displays non-participating, participating with posted positions, and participating with no posted positions in the same manner as the **Judges List**.

Batch Options	
Replace Resume/Cover Letter ▼	[Copy To New Folder] Copy To Existing
☰	Circuit Name ▼ Court
7th Circuit	United States Court of Appeals, Seventh Circuit
Position Information	
<input type="checkbox"/> Position Term: 2 Years	Term Start: 8/29/2016

Sorting the Judges List and Staff Attorneys List

You can sort the **Judges List** or **Staff Attorneys List** by any column header that has a delta symbol next to it. This symbol indicates the order of the sort. When the delta points down, the column is sorted in ascending order (for example, A-Z). When it points up, the column is sorted in descending order (for example, Oct 19, 2017 to Jun 01, 2015). By default the **Judges List** is sorted by the judge **Last Name** in ascending (A-Z) order, and the **Staff Attorneys List** is sorted by circuit name, also in ascending (1st to 11th) order.

To sort by another category, click on a column header. The active column will appear in red and the list will be sorted by that column in ascending order. Click the column header again to reverse the order of the sort. For example, if you click on the **Type of Judge** column header in the Judges List, the list will display entries in ascending order (A-Z) by judge type. All bankruptcy judges will be listed first, followed by circuit judges, etc. Clicking on the column heading again will reverse the sort order.

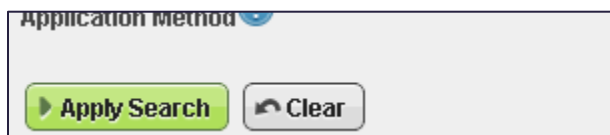
Batch Options		
[Copy To New Folder]	Finalize Applications	Save This List to Excel
☰	Last Name ▼	First Name ▼ Type of Judge ▼
Adams	David	Bankruptcy Judge
Clerkship Information		
<input type="checkbox"/>	Temporary	Term Start: 1/1/2009

Using the Basic Search

OSCAR's basic search is a convenient feature for managing the Judges List or Staff Attorney Offices List. Each list has its own basic search box. The search filters allow you to narrow your focus and view only those listings relevant to your interests. You can access the basic search box from other tabs as well (e.g., *Folders*).

To use the basic search:

1. Choose your search options and/or enter **Keywords** to search by judge name, city or state.
2. Make multiple selections in the Clerkship Position Status and Application Method fields.
3. Once you have made your selections, click the **Apply Search** button to execute the search. The Judges List will now display only those entries that meet your search criteria.



Remember: Always click the **Clear** button before conducting a new search. This will remove any search parameters you've selected and return the Judges List to its default state.

Using the Advanced Search

If you wish to search by very specific criteria or are not able to satisfactorily narrow the Judges List using other methods, try using the advanced search. Judges and staff attorney offices have separate *Advanced Search* tabs. Both are accessible under *Search For Positions* on the main navigation. Advanced search offers a comprehensive list of search criteria as well as the ability to save chosen criteria for future searches.

For more information, please refer to the *Perform an Advanced Search* tip sheet available in OSCAR's online help.



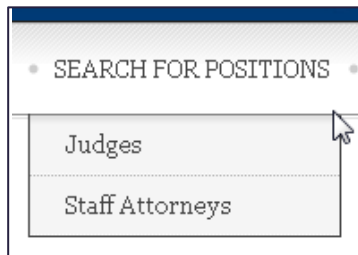


Use the Advanced Search

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:

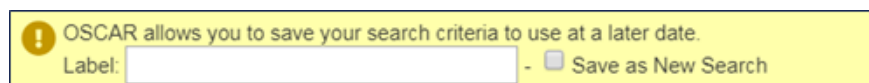
1. Move your cursor over *Search For Positions* in the main navigation. Click on **Judges** or **Staff Attorneys** in the menu that appears, depending on the type of position you are searching for. There are separate advanced searches for clerkship and staff attorney positions, but they follow the same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



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



3. At the top of the advanced search form, you have the option to save your search criteria for future use or to use a previously saved search (if available). To save your search criteria, enter a descriptive name in the *Label* field and check the **Save as New Search** checkbox. To use a saved search, select it from the drop-down menu. **Note:** This does not save the results of the search, just the criteria selected.



4. OSCAR displays the *Advanced Search* screen. From here you select criteria for your



5. 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

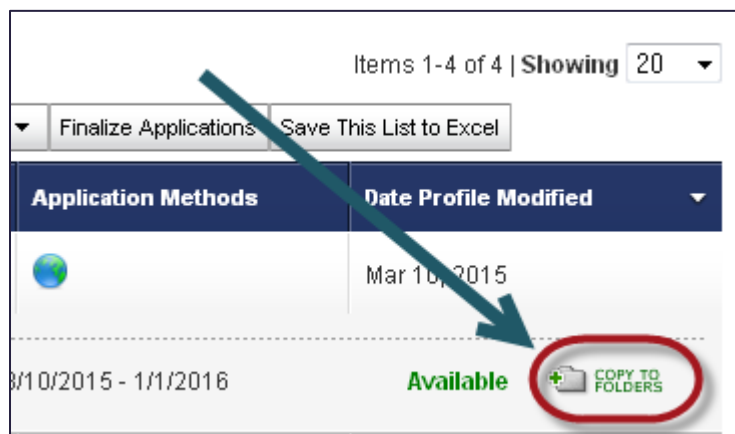
The following criteria are available on the **Staff Attorney** *Advanced Search* tab:

- 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

6. 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.

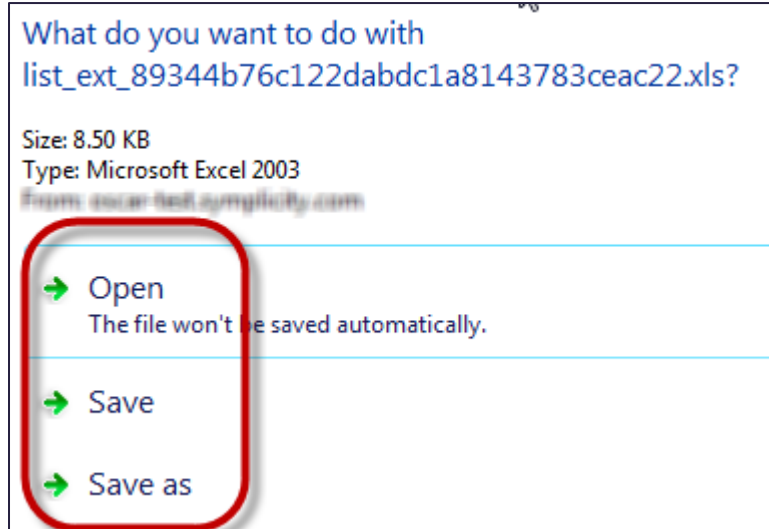


To Save Your Results as an Excel Spreadsheet

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.



Contact OSCAR

oscar-support@ao.uscourts.gov

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday



Copy Positions into Folders

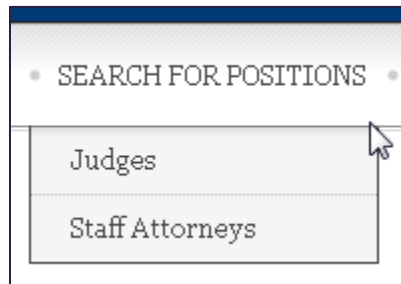
As an applicant, you can file lists of personally relevant clerkship and staff attorney positions in folders, either one at a time or in batches. The folders can be labeled however you want. For example: you can categorize positions as “Circuit,” “California,” “1-year Term,” etc., and copy the positions into appropriately named folders.

There are two methods of copying positions into new and existing folders. Method one uses the Batch Options menu to copy multiple positions simultaneously. Method two uses the Copy to Folders/Change Folders buttons to copy single positions.

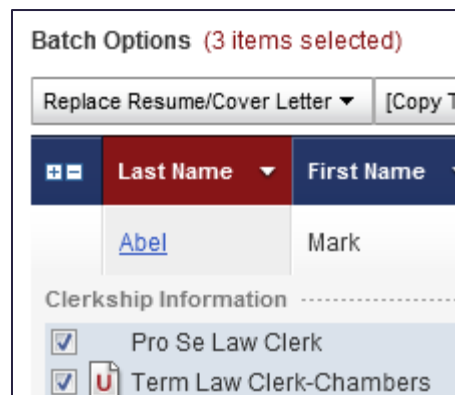
Method One—Batch Options Menu

Use this method when you have identified multiple clerkship or staff attorney positions that you wish to copy simultaneously to a new or existing folder. You can access the *Batch Options* menu from any listing of judges or staff attorney offices, including the *Judges List*, *Staff Attorney Office List*, *Folders*, and *Search Results*. The following instructions use the *Judges List* as an example.

1. Move your mouse cursor over *Search For Positions* in the main navigation. Click **Judges** in the menu that appears.



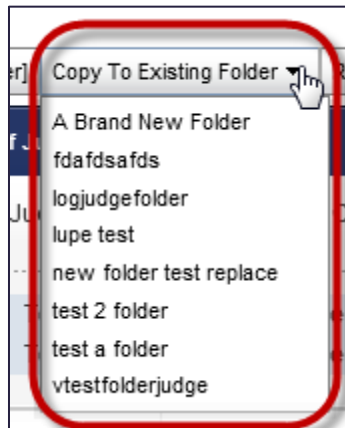
2. OSCAR displays the *Judges List*. Click the check boxes next to the positions you wish to copy into a new or existing folder.



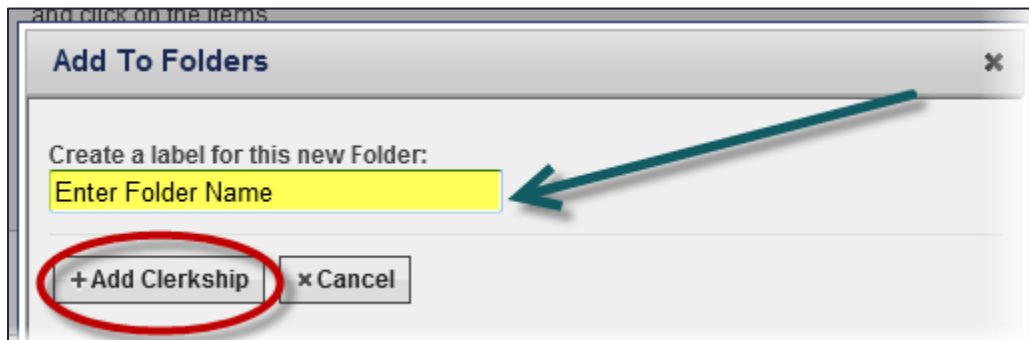
3. Go to the *Batch Options* menu. Click on either **[Copy To New Folder]** or **Copy to Existing Folder**. You will not see **Copy to Existing Folder** unless you have already created them.



4. If you select **Copy To Existing Folder**, you will then choose the specific folder that you wish to copy the selected clerkships into. OSCAR copies the selected clerkships into the designated folder.



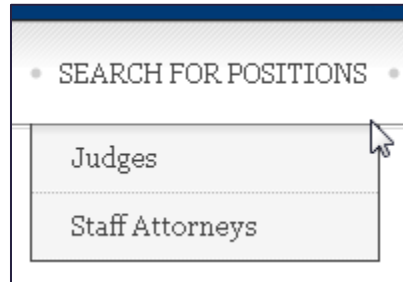
5. If you select **[Copy To New Folder]**, OSCAR displays the *Add To Folders* pop-up window. Enter the name for your new folder. Click the **Add Clerkship** button to create your new folder. OSCAR copies the selected clerkships into the new folder.



Method Two—Use the Copy to Folders/Change Folders Buttons

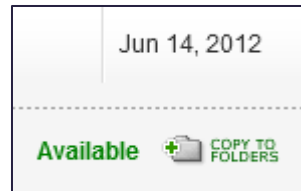
Use this method when you are searching for clerkships and wish to copy an individual clerkship to a new or existing folder. You can access the **Copy to Folders/Change Folders** buttons from any listing of judges or staff attorney offices, including the *Judges List*, *Staff Attorney Office List*, *Folders*, and *Search Results*. The following instructions use the *Judges List* as an example.

1. Move your mouse cursor over *Search For Positions* in the main navigation. Click **Judges** in the menu that appears.



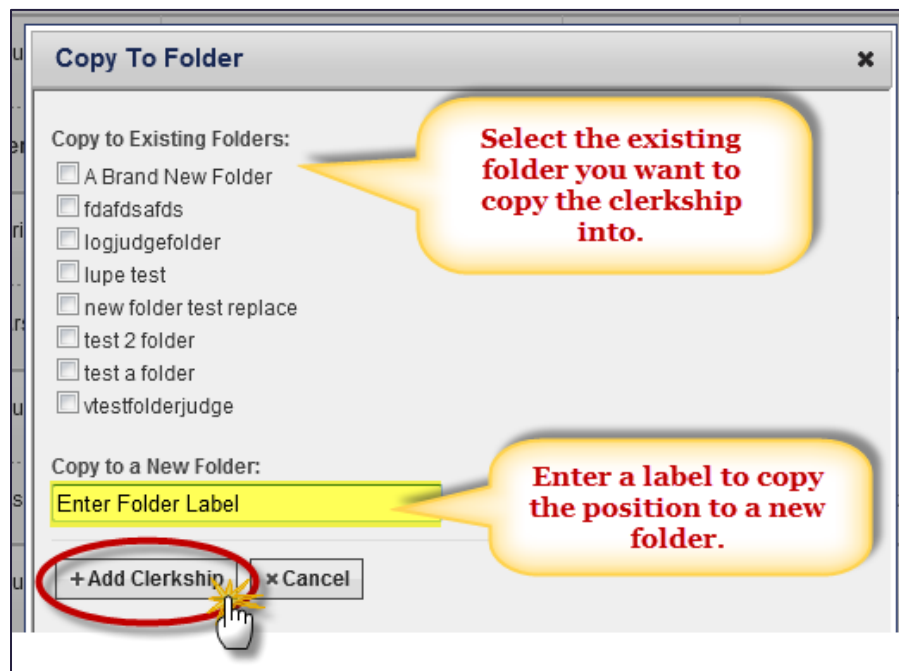
OSCAR displays the *Judges List*. For a position that you have not sorted into a folder, OSCAR displays the **Copy to Folders** button in the *Clerkship Information* section.

2. Click **Copy to Folders** to copy the position into a new or existing folder.



OSCAR displays the *Copy To Folder* pop-up box. If you wish to copy the clerkship into a new folder, enter the name for your new folder in the indicated field. To copy the clerkship into an existing folder, check the box for that folder.

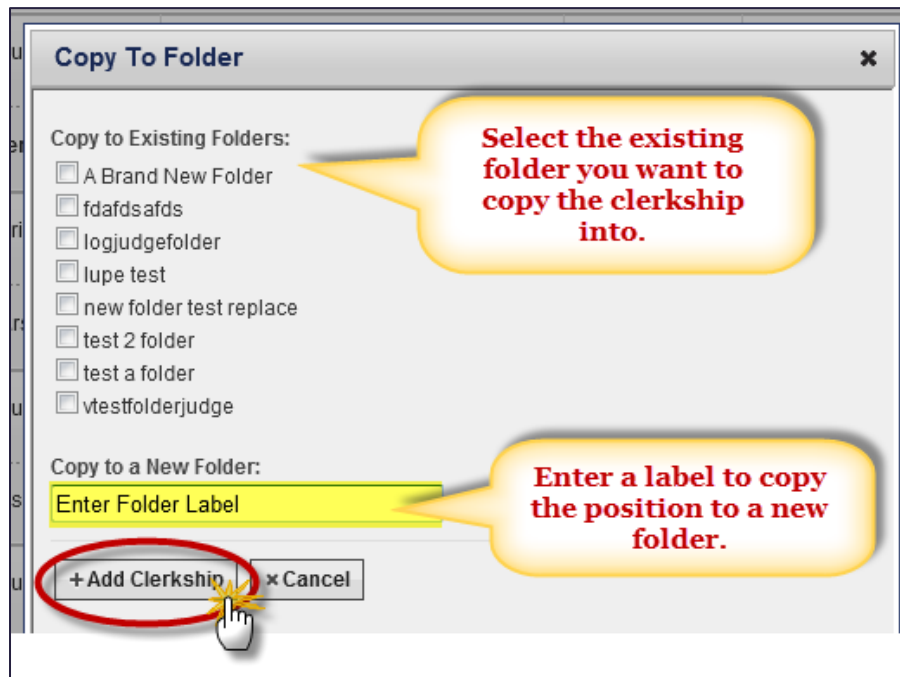
3. Click **Add Clerkship** to copy the position into your selected folder.



4. For a position that you have already placed in a folder, OSCAR displays the **Change Folders** button in the *Clerkship Information* section. Click **Change Folders** to copy the position into a new or existing folder.



OSCAR displays the *Add To Folder* pop-up box. If you wish to copy the clerkship into a new folder, enter the name for your new folder in the indicated field. To copy the clerkship into an existing folder, check the box for that folder. **Note:** There will be checks in the boxes for all folders in which the clerkship is currently stored.



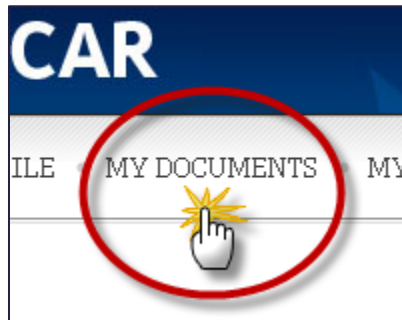
5. Click the **Add Clerkship** button to copy the clerkship into your selected folder.



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.

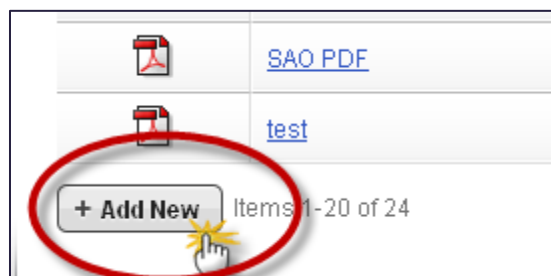
1. Click **My Documents** in the main navigation.



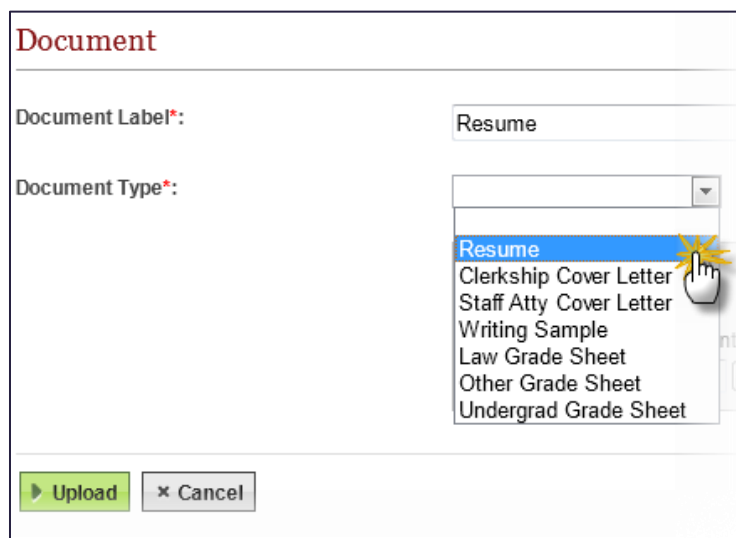
The *My Documents* tab is where you upload or create all of the applicant-generated documents that you will include in your application packets. The process of uploading documents to OSCAR is simple and straightforward, but there are certain restrictions you must be aware of:

- 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.



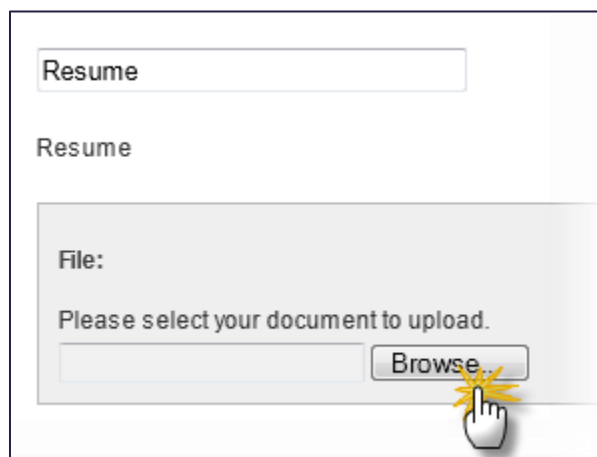
Document

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).



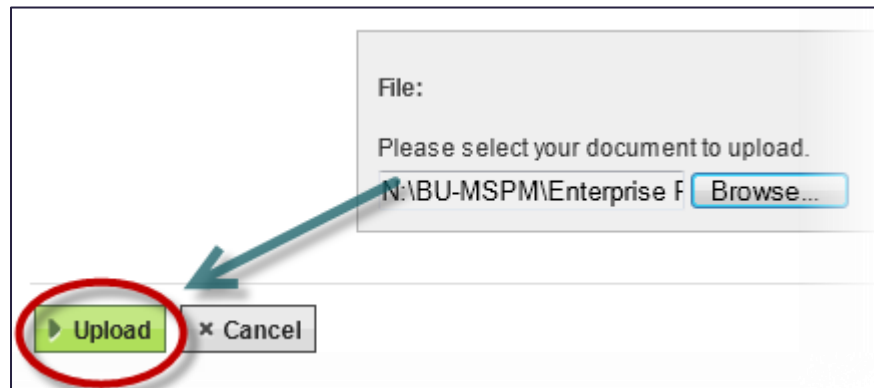
Resume

Resume

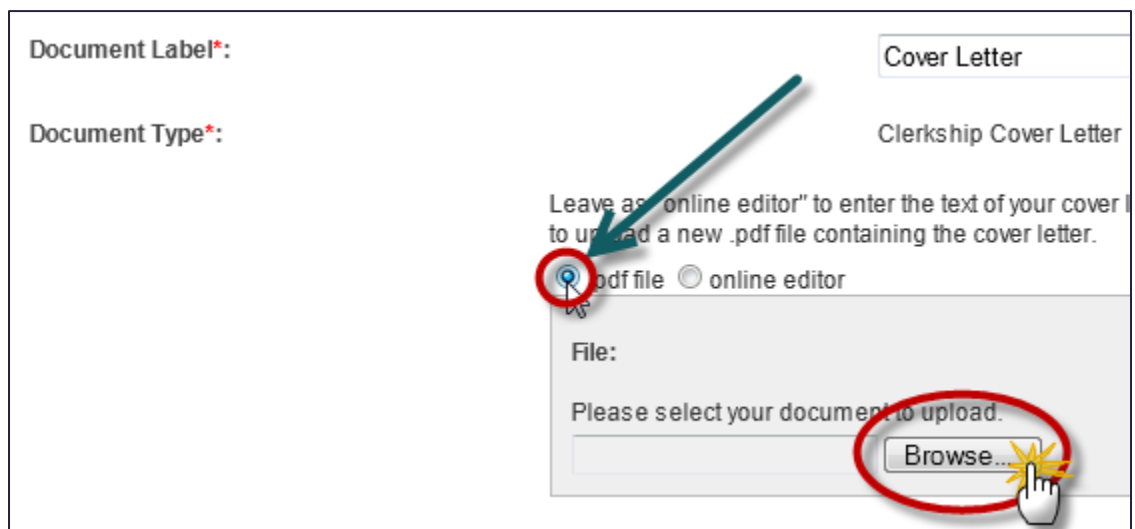
File:
Please select your document to upload.

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.



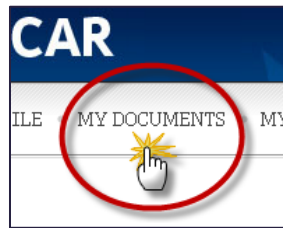
- Your new document will be available in *My Documents*.



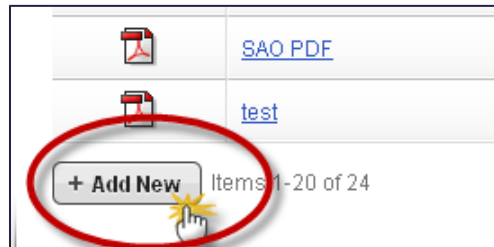
Create a Cover Letter Using the Online Editor

There are two main benefits of writing a cover letter using OSCAR's online editor. First, there are no limits to how many cover letters you can create using the online editor, whereas if you upload PDF cover letters, you are limited to uploading 100 clerkship and 100 staff attorney cover letters at any one time. The second, and more important benefit, is that the online editor allows the use of merge fields. Merge fields automatically personalize cover letters by filling in the recipient's name and address information once the cover letter is associated with an application.

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



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.
4. Enter a name for your document in the *Document Label* field.
5. Choose the *Document Type* from the drop-down menu.

Document

Document Label*:

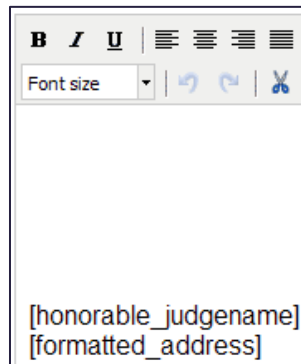
Document Type*:

Resume
Clerkship Cover Letter
Staff Atty Cover Letter
Writing Sample
Law Grade Sheet
Other Grade Sheet
Undergrad Grade Sheet

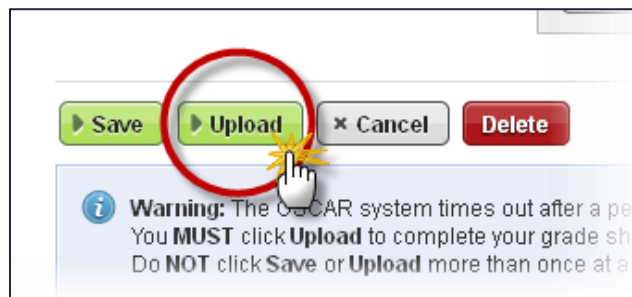
6. OSCAR refreshes the screen and displays the online editor. Type your letter.

When using the online editor, remember these tips:

- To insert a single line break, hold down the **Shift** key and then tap the **Enter** key.
- You cannot insert graphics when using this online editor. If you wish to include a graphic of your signature, you must upload your cover letter as a PDF.
- By using **merge fields**, one letter can be customized to multiple recipients. Merge fields will automatically be filled with the data for each recipient that the cover letter is sent to.



7. Click **Upload** to save your work.



8. If you wish to re-open the letter for additional editing, click on the document label displayed in *My Documents*.



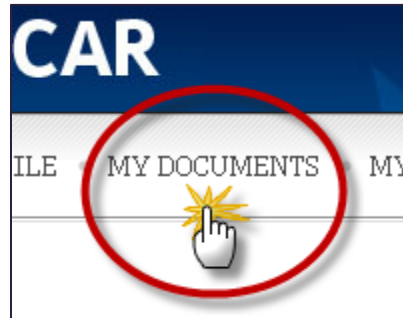


Create an Applicant Grade Sheet

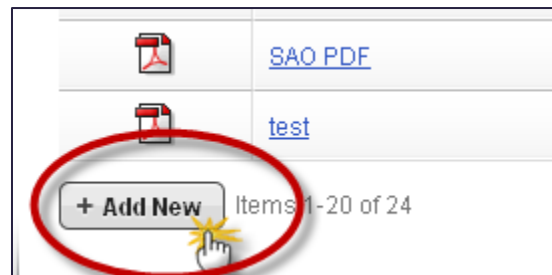
OSCAR does not accept scanned transcripts uploaded to an applicant's account. Applicants must type their grades into an online grade sheet form, which OSCAR then converts into a PDF document. There are three types of grade sheets you can create in OSCAR: Law School Grade Sheet, Undergraduate Grade Sheet, and Other Grade Sheet. An applicant can create up to two (2) Law School Grade Sheets, three (3) Undergraduate Grade Sheets, and three (3) Other Grade Sheets. Judges and staff attorney offices are aware that these grade sheets are not official transcripts, and you should be ready to present official copies of your transcripts at any time during the hiring process.

Warning: After 55 minutes, your OSCAR session will time out. When typing your grade sheet, you MUST periodically click on the **Save** button as well as the **Upload** button to save your grade sheet entries. The **Save** button only saves the information to the system and allows you to continue to work on the grade sheet form. This button does not convert the saved information into a PDF document. To generate a PDF document of your grade sheet form, you must click the **Upload** button.

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



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.
4. Enter a name for your document in the *Document Label* field.

Document

Document Label*: My Grade Sheet

Document Type*: [drop-down menu]

5. Choose the **Document Type** from the drop-down menu.

Document

Document Label*: My Grade Sheet

Document Type*: [drop-down menu]

- Resume
- Clerkship Cover Letter
- Staff Atty Cover Letter
- Writing Sample
- Law Grade Sheet
- Other Grade Sheet
- Undergrad Grade Sheet

to upload.

Browse...

6. OSCAR displays the grade sheet form. Begin by entering a number in the **Grade Sheet Ordering** field. If you are going to include multiple grade sheets of the same type in your application (e.g., two Law Grade Sheets), the **Grade Sheet Ordering** field allows you to control which grade sheet appears first in the application packet.

Grade Sheet Ordering*: You must type a number in this field to indicate the order of your grade sheets (e.g., type "2" for your second grade sheet, etc.). Please limit this number to 10.

1

Gradesheet #1

7. Verify the **School Name**. By default, this field is already filled out. If you transferred schools, the **School Name** field can be edited:
 - o For a **Law Grade Sheet**, use the pull-down menu to select from the list of ABA accredited law schools. If your school is not on the list (e.g., a foreign law school), you must choose **Other**.

Gradesheet #1

School Name*:
Harvard Law School

Grading System Description:
The grading system description entered h

- o For **Undergrad** and **Other** grade sheets, you can highlight the field and manually enter a different school name.

Undergrad Grade Sheet

You must type a number in this field to indicate the order of your Und sheet, type "2" for your second grade sheet, etc.). **Please limit this nu**

Gradesheet #1

School Name*:
Manually type in the school name

Grading System Description:
The grading system description entered here will be shown on the

8. The **Grading System Description** text box is optional. You can use it to describe your school's grading system. This is especially useful for alternative grading methods.

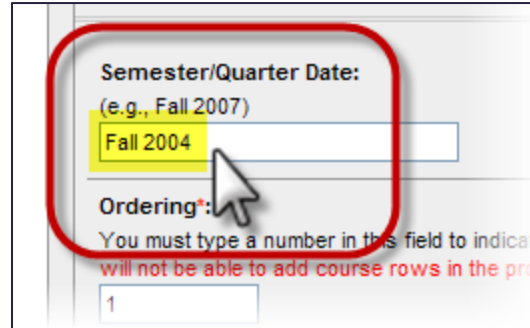
Grading System Description:
The grading system description entered here will be shown on the last page of your grade sheet.

```
LAW SCHOOL as of 2004-2005
grade  quality points  description
A      4.0
B+     3.5
B      3.0
C+     2.5
C      2.0      professional competence
D+     1.5
```

9. Enter your cumulative GPA in the box provided (optional).

Cumulative GPA:
3.85

10. Enter the **Semester/Quarter Date** for your first term.

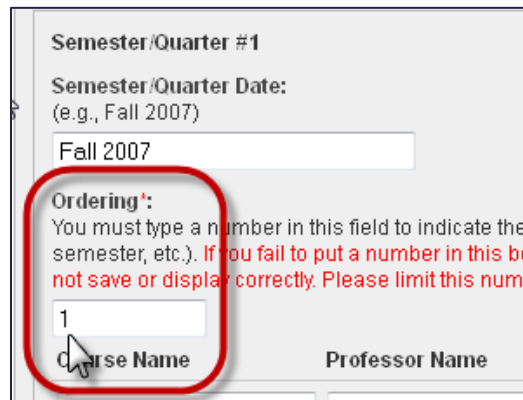


Semester/Quarter Date:
(e.g., Fall 2007)
Fall 2004

Ordering*:
You must type a number in this field to indicate the order of your semester, etc.). If you fail to put a number in this box, you will not be able to save or display correctly. Please limit this number to a positive integer.

1

11. Enter the **Ordering** number for the Semester/Quarter—a required field. OSCAR uses the ordering number to organize your grade sheet. If you don't enter an ordering number, OSCAR won't know the order the semesters should appear in or which course go with which semesters. The program does not use the date to establish a chronological order. So, for your first term, you should enter "1," for your second term "2," etc. Failure to do this will result in a disorganized grade sheet that shows your terms in a random order.



Semester/Quarter #1

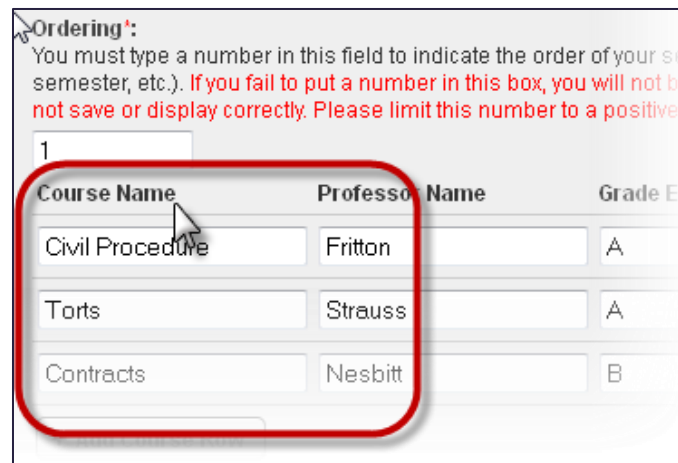
Semester/Quarter Date:
(e.g., Fall 2007)
Fall 2007

Ordering*:
You must type a number in this field to indicate the order of your semester, etc.). If you fail to put a number in this box, you will not be able to save or display correctly. Please limit this number to a positive integer.

1

Course Name Professor Name

12. Start entering in your courses in the course rows. You are only required to enter a **Course Name**—all other fields are optional.

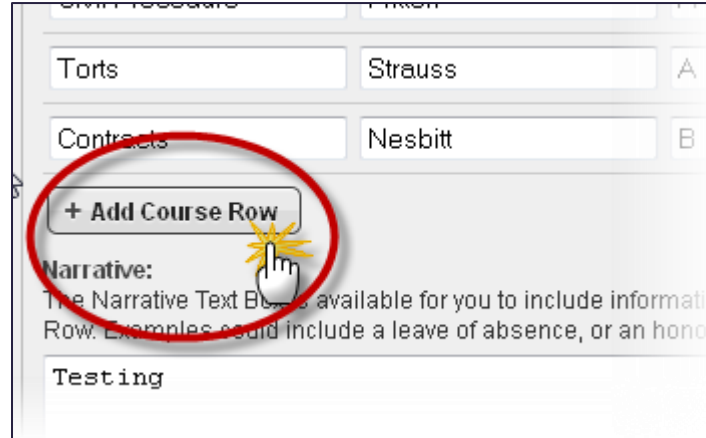


Ordering*:
You must type a number in this field to indicate the order of your semester, etc.). If you fail to put a number in this box, you will not be able to save or display correctly. Please limit this number to a positive integer.

1

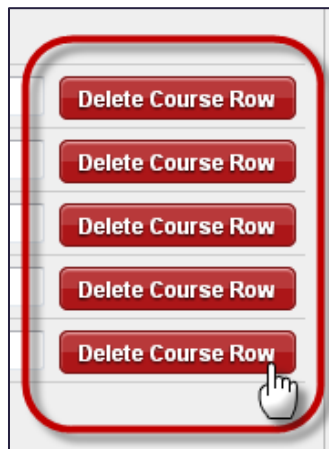
Course Name	Professor Name	Grade
Civil Procedure	Fritton	A
Torts	Strauss	A
Contracts	Nesbitt	B

13. Click the **Add Course Row** button to add a new row to that Semester/Quarter.



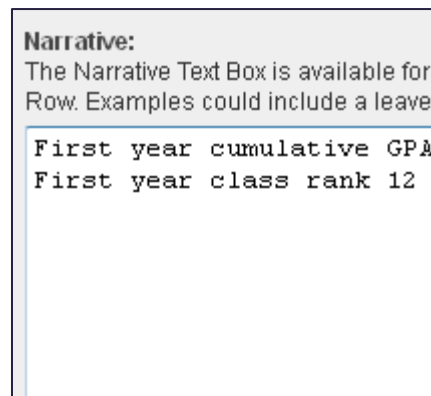
The screenshot shows a form with two rows of course information. The first row contains 'Torts' and 'Strauss' with a grade of 'A'. The second row contains 'Contracts' and 'Nesbitt' with a grade of 'B'. Below these rows is a button labeled '+ Add Course Row', which is circled in red. A mouse cursor is clicking on the button. Below the button is a 'Narrative:' section with a text box containing the text: 'The Narrative Text Box is available for you to include information that did not fit in the course row. Examples could include a leave of absence, or an honor award.' Below the narrative text box is a 'Testing' section with a text box.

14. If you have fewer courses in any given Semester/Quarter (or you added too many rows), use the **Delete Course Row** button to remove the blank rows.



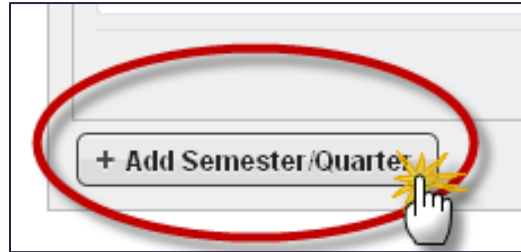
The screenshot shows a vertical stack of five red buttons, each labeled 'Delete Course Row'. The bottom button is circled in red, and a mouse cursor is clicking on it.

15. Enter additional information regarding that Semester/Quarter in the **Narrative** text box. This could include information that did not fit in the course rows (e.g., a leave of absence, semester honors or other academic awards, etc.)

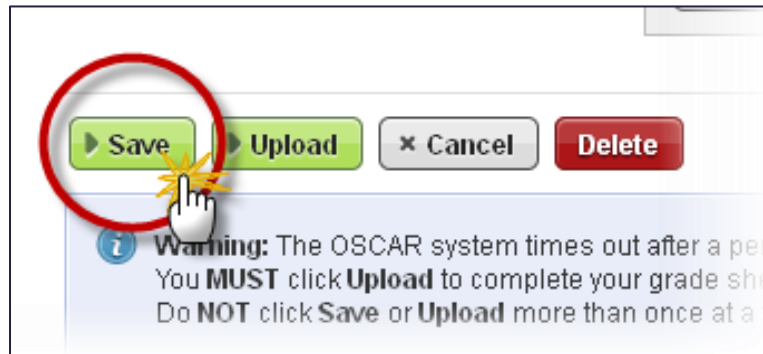


The screenshot shows a 'Narrative:' section with a text box. The text box contains the following text:
First year cumulative GPA
First year class rank 12

16. Click the **Add Semester/Quarter** button to add a new section.

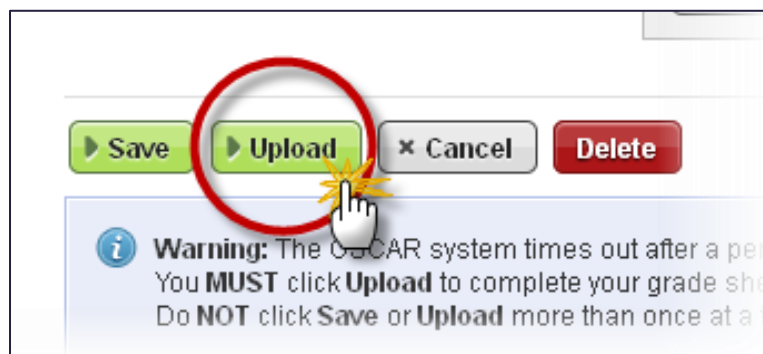


17. Click the **Save** button frequently to save your work to the OSCAR server.







18. The **Upload** button does three things:

- Saves your work to the OSCAR server,
- Returns you to the previous screen, the My Documents tab.
- Most importantly, the **Upload** button converts your grade sheet into a PDF document.







If you click **Upload** again before OSCAR completes saving and converting your grade sheet to PDF, you will cause a **Conflicting Update** error. Allow OSCAR to complete processing the initial request before proceeding.

19. Once you have clicked the **Upload** button, your grade sheet will be available in your list of documents on the *My Documents* tab. Click the PDF icon to the left of your grade sheet to preview your work.

	test cv upload
	doc test 1
	Grade shee3
	218310 Test

If you do not see your entire grade sheet displayed in the PDF file, but the information shows up on the grade sheet form, you probably did not click the **Upload** button. The **Upload** button triggers the system to add your additional entries to the OSCAR-generated PDF grade sheet. Try clicking the **Upload** button again on the grade sheet form to force the system to regenerate the PDF document.

20. To return to the grade sheet and continue editing or updating it, click the document's label on the *My Documents* tab.

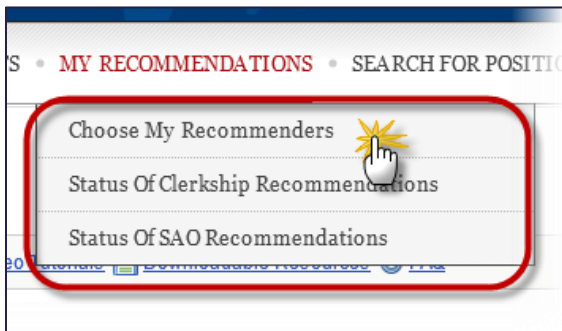
	test cv upload
	doc test 1
	Grade shee3
	218310 Test



Identify Your Recommenders in OSCAR

Selecting your recommenders is a crucial part of the application process. You must identify all of your recommenders before submitting applications, just as you must upload all your application documents before applying to a position. Please note that simply identifying your pool of recommenders **does not generate recommendation requests**. Recommendation letters are associated specifically with an application packet, so **you must actually apply to and associate recommenders with an application** to generate recommendation requests.

1. Place your mouse cursor over *My Recommendations* in the main navigation, and click **Choose My Recommenders** in the menu that appears.

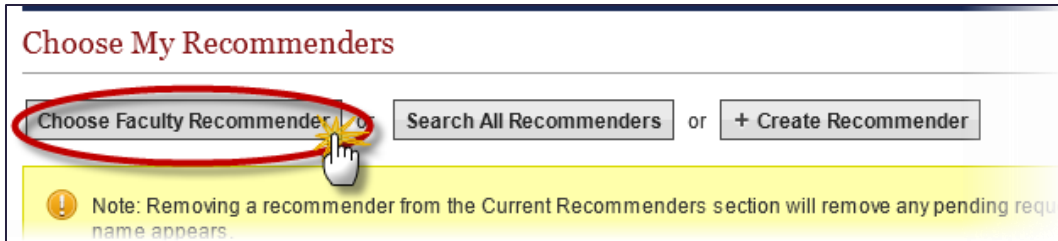


You will use this tab to select and add your recommenders. There are three options for adding a recommender:

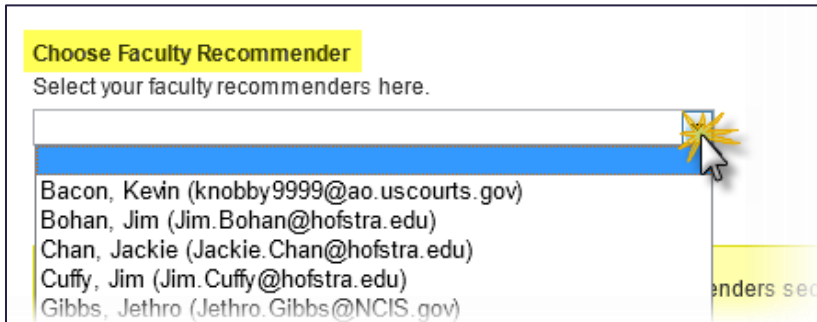
- **Choose Faculty Recommender:** At each law school participating in the OSCAR program, the law school administrator uploads a master directory that contains a list of the school's faculty recommenders. Search this list if you wish to select a recommender on the faculty of your law school.
- **Search All Recommenders:** If you cannot find your faculty recommender in the Choose Faculty Recommenders list or you are including non-faculty recommenders in your clerkship applications, you can search OSCAR to see if your recommender has already been added in the system by another law school or another applicant.
- **Create Recommender:** If you are unable to find your recommender in OSCAR using the options listed above, you can enter the name and contact information (recommender email address, phone number, and assistant's email address) for your recommender to add him/her to OSCAR.

2. To select a recommender from your school's faculty recommenders list:

- Scroll down to *Choose My Recommender* and click **Choose Faculty Recommender**.



- OSCAR displays the **Choose Faculty Recommender** drop-down menu.

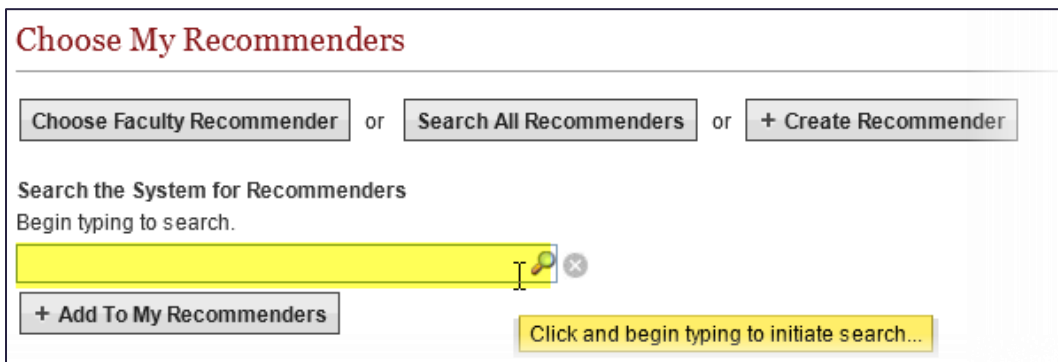


- Select your recommender and click the **Add to My Recommenders** button.

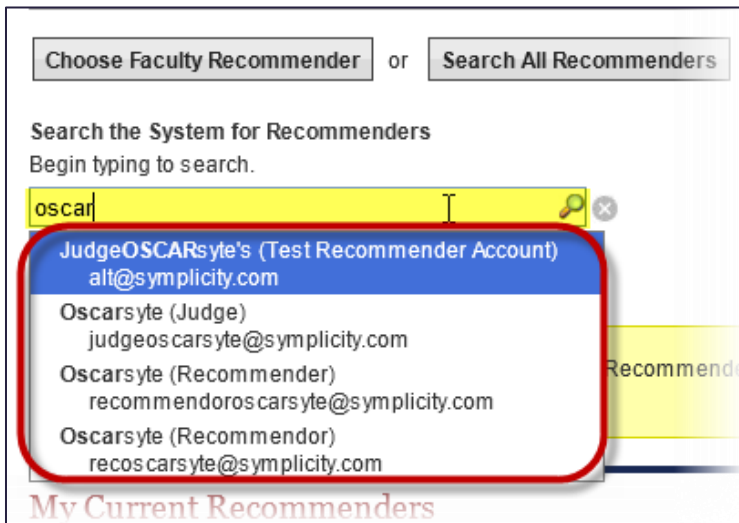


3. To search all recommenders in the OSCAR database:

- Scroll down to *Choose My Recommender* and click **Search All Recommenders**.



- OSCAR displays the **Search the System for Recommenders** field. Begin typing the name of your recommender into the search box. A list of recommenders with names containing those characters will appear.

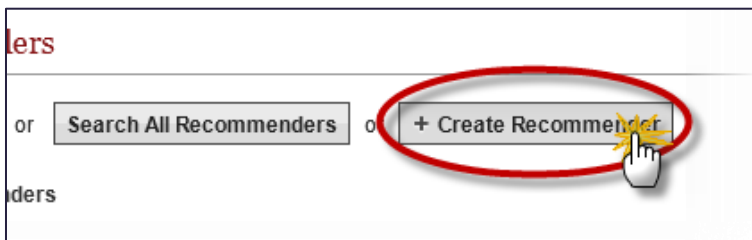


- Select your recommender from the list and click the **Add To My Recommenders** button.



4. To create a new recommender account:

- Scroll down to *Choose My Recommender* and click **Create Recommender**.



- Enter the recommender's information in the pop-up box that appears. Required fields are marked with a red asterisk (*).

MY RECOMMENDATIONS • SEARCH FOR POSITIONS • MY APPLICATIONS

Create New Recommender [X]

If you cannot find your recommender on the dropdown lists, use the form below to add them to OSCAR.

* indicates a required field

Last Name*:

First Name*:

Email*:

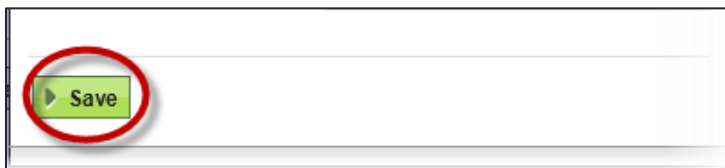
Verify Email*:

Phone Number:

Assistant Email:

Enter data in required fields to add a new recommender to OSCAR.

- Click the **Save** button to add your recommender.



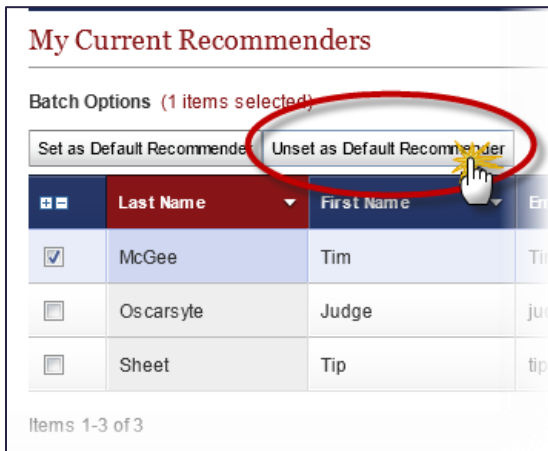
- OSCAR displays the recommenders you select or add at the bottom of the screen under *My Current Recommenders*. (For recommenders you select from the faculty list, the phone number and assistant emails will not be displayed to you publicly but are stored within OSCAR already.)

My Current Recommenders

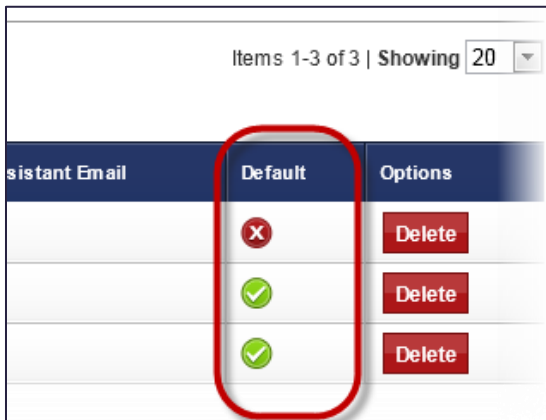
Batch Options

<input type="checkbox"/>	Last Name	First Name
<input type="checkbox"/>	McGee	Tim
<input type="checkbox"/>	Oscarsyte	Judge

6. OSCAR automatically sets the recommenders selected from your school's database as default recommenders, which means that they will automatically be checked as selected recommenders when you create a clerkship application. This is purely a convenience, and you are not required to associate default recommenders with a clerkship application. Default recommenders are identified by a green check (✔) in the *Default* column of your *My Current Recommenders* list. To change a recommender's default status, check the box next to his/her name and select the appropriate function from the *Batch Options* menu.



7. Repeat the above process as necessary to add **all** of your recommenders before proceeding to the next step in the application process. If a recommender is not on your *My Current Recommenders* list, you will **not** be able to associate that recommender with a clerkship application.



Although you have just created your pool of recommenders, you must actually **create a clerkship application** in order to **generate recommendation requests** to your recommenders or to trigger an Evite email to a recommender if you are the **first** applicant to request a recommendation letter from that recommender.



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.

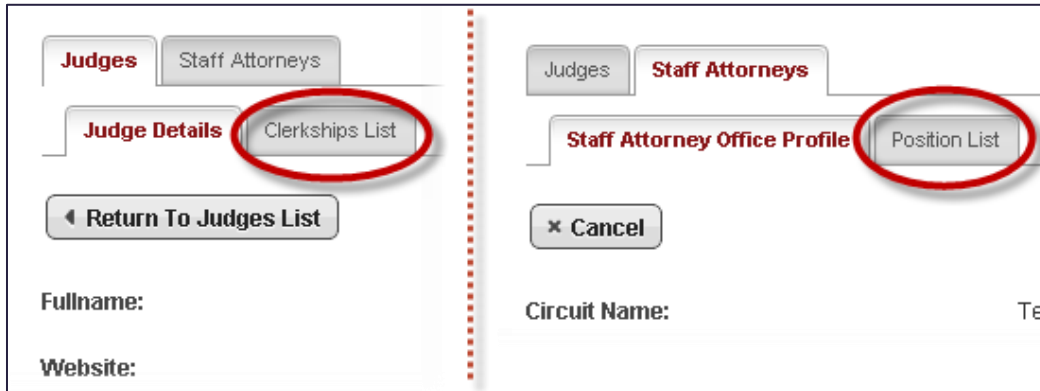
Note: Application limits do not apply to staff attorney positions and pro se, death penalty, and bankruptcy appellate panel law clerk positions.

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
	Abel	Mark	Circuit Judge	United States Court of Ap
	Clerkship in ...			
	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.).

Status: Available
Clerkship Type: Career Law Clerk-Chambers
Clerkship Term: 3 Years
Term Start: 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).

Build an Application
Paper: The Honorable Kristin Judge 123 Test Arlington, VA 22209
Email: symptestjudge@yahoo.com
Fax: 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	Delete Edit
Sep 17, 2014 2:11 pm Conf #: 20140917-41afe490	Withdraw Edit



100 Application Limit & Application Dashboard

As an applicant, you 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 no more than 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 you have applied for closes, the application slot returns. 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.

The Application Dashboard

You can track your application totals using OSCAR's Application Dashboard on the *Home* and *My Applications* pages. The dashboard tracks multiple aspects of your application status, as illustrated below.

Application Dashboard	
Total finalized applications	7
Total application slots remaining	93
Total withdrawn applications and applications to filled positions	1
Total finalized applications to expired positions	2
Total draft applications	3
Any application update requests	0



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.

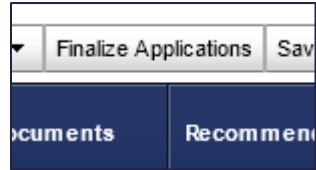


A list of all your applications appears.

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.



Update Finalized Applications

OSCAR allows you to add, edit, or delete documents and recommenders on finalized applications to available positions. **Note:** You cannot make changes to finalized applications to filled or expired positions.

Step 1 - Prepare Updated Documents

Whether you are replacing a document that you have uploaded to OSCAR as a PDF file or a document that you created in OSCAR such as a grade sheet or a cover letter written with the online editor, you **must** change the **Document Label** (name). The Update function will not work correctly if you attempt to replace an application document with one having the same name or label as the document currently attached to the application.

- For updated PDF documents, simply enter a unique **Document Label** when you upload the replacement document to your My Documents tab.
- For grade sheets or online editor cover letters, make sure to change the **Document Label** before you save your changes.


Step 2 - Attach Documents to Application/Select Recommenders

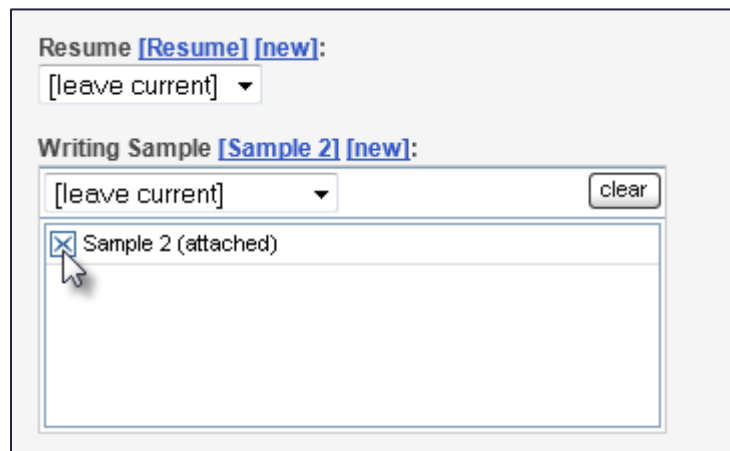
1. Select **My Applications > Clerkship Applications** or **My Applications > Staff Attorney Applications** from the main navigation to display your list of clerkship or staff attorney applications.



2. Locate the application in the list, and click the **Edit** button to display the Position Details tab.

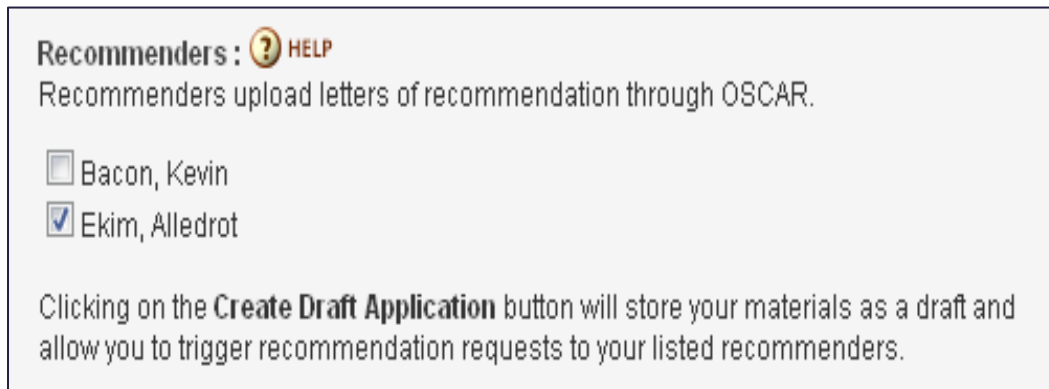
	Mar 20, 2014 2:16 pm Conf #: 20140320-f20c1a4c	Sep 17, 2014 2:11 pm Conf #: 20140917-41afe490	<input type="button" value="Withdraw"/> <input type="button" value="Edit"/>
	May 30, 2014 12:16 pm Conf #: 20140530-1bc084bc		<input type="button" value="Withdraw"/> <input type="button" value="Edit"/>

- Use the Build an Application box to make changes to your application:
 - To update application document, use the drop-down menus to select the documents you wish to include with the application. To remove a writing sample or grade sheet, roll over the selection box to open and click the  icon to remove the document. Select a new document from the drop-down menu.



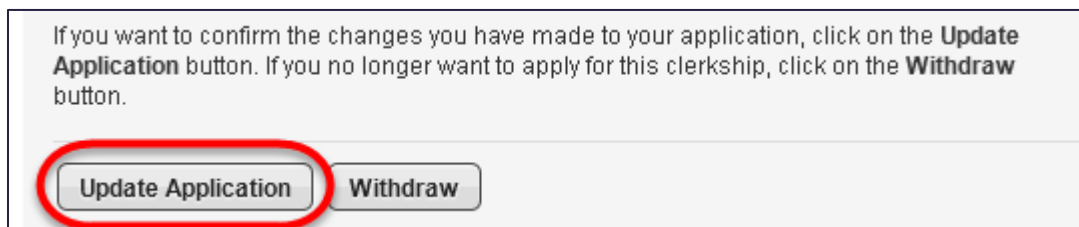
The screenshot shows a form with two sections. The first section is titled "Resume [Resume] [new]:" and contains a dropdown menu with "[leave current]" selected. The second section is titled "Writing Sample [Sample 2] [new]:" and contains a dropdown menu with "[leave current]" selected and a "clear" button. Below the dropdown is a list box containing one item: "Sample 2 (attached)" with a small "X" icon to its left. A mouse cursor is hovering over the "X" icon.

- To update recommender selections, scroll down to Recommenders and use the check boxes to select or de-select recommenders for the application.



The screenshot shows a section titled "Recommenders : ? HELP". Below the title is the text "Recommenders upload letters of recommendation through OSCAR." There are two checkboxes: "Bacon, Kevin" (unchecked) and "Ekim, Alledrot" (checked). Below the checkboxes is the text "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."

- Once you make your changes, click the **Update Application** button.





The screenshot shows a text box with the following text: "If you want to confirm the changes you have made to your application, click on the **Update Application** button. If you no longer want to apply for this clerkship, click on the **Withdraw** button." Below the text are two buttons: "Update Application" and "Withdraw". The "Update Application" button is circled in red.

- OSCAR will prompt you to confirm your changes and to verify that all information in the application is true and correct. Click **OK** to continue.

Are you sure you want to update? ✕

By clicking OK, I hereby confirm that all data entered in this application are true and correct. Your verification of data will be displayed in your application packet(s). Any misrepresentation in OSCAR may result in your application(s) being purged from OSCAR.

6. OSCAR updates the application. You will receive a confirmation email, and the Last Updated column under **My Applications > Clerkship Applications** or **My Applications > Staff Attorney Applications** will show when the application was most recently updated and display a confirmation number.

Application Status ▾	Date Finalized ▾	Last Updated	Options
	Mar 20, 2014 2:16 pm Conf #: 20140320-f20c1a4c	Sep 17, 2014 2:11 pm Conf #: 20140917-41afe490	<input type="button" value="Withdraw"/> <input type="button" value="Edit"/>
	May 30, 2014 12:16 pm Conf #: 20140530-1bc084bc		<input type="button" value="Withdraw"/> <input type="button" value="Edit"/>



Upload a Letter of Recommendation

Applicants for judicial clerkships and staff attorney positions often ask persons other than law school faculty to provide letters of recommendation. If you have received an Evite to establish an OSCAR account as a recommender, you can use OSCAR to upload your letter(s).

OSCAR provides two methods for submitting recommendation letters: using OSCAR's online editor or uploading a pre-written letter in PDF format. If you are a non-faculty recommender, the PDF method is recommended. When uploading a PDF letter, the exact file you upload will be transmitted to every judge or staff attorney office you select to receive it. If you wish to send an identical "to whom it may concern" letter to every recipient, this feature is perfect. If you want to personalize the letters at all (including each judge's or staff attorney office's name, for example), you should create individualized PDF letters for each recipient (each with its own filename) and attach the individual documents to specific applications.

Once you have established your OSCAR account and logged on, take the following steps to upload a PDF letter:

1. On the *Home* tab under the *Your Recommendation Requests* heading, OSCAR displays a gray box showing your total recommendation requests for clerkships and/or staff attorney positions. Click the **Fill Clerkship Recommendations** or **Fill Staff Attorney Recommendations** button to continue. **Note:** You can also go to *Fill Recommendation Requests* tab on the main navigation menu.

Your Recommendation Requests

You can receive recommendation requests for both judicial clerkship positions and staff attorney positions. Each type of request must be filled separately. Your pending requests are listed below.

You have 62 total recommendation requests to fill.

Clerkship Requests:	55	▶ Fill Clerkship Recommendations
Staff Attorney Requests:	7	▶ Fill Staff Attorney Recommendations

OSCAR displays the *Clerkship Recommendations* or *Staff Attorney Recommendations* sub-tab.

2. Scroll down to see the list of applicants requesting letters of recommendation.
3. Click the **last name** of the person requesting the letter.

Last Name	First Name	JD/LLB From
Ramirez	Joseph	UNT Dallas College of Law

Items 1-1 of 1

OSCAR displays the screen you will use to build your recommendation letter.

4. Scroll down to step 1—Choose Applications—to select the judges or staff attorney offices to receive the letter. Select the recipients by clicking the checkboxes next to their names or choosing **Select First 50** to select up to the first 50 judges/staff attorney offices.

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

Clear Selections
 Select First 50
 Oscarsyte, Judge PICK ME (United States Court of Appeals)

5. Scroll down to step 2—Recommendation Type—and select **.pdf file**.

2 Recommendation Type*: Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.

online editor .pdf file

6. Click **Next**. OSCAR displays step 3.

3 Select PDF File to Upload:

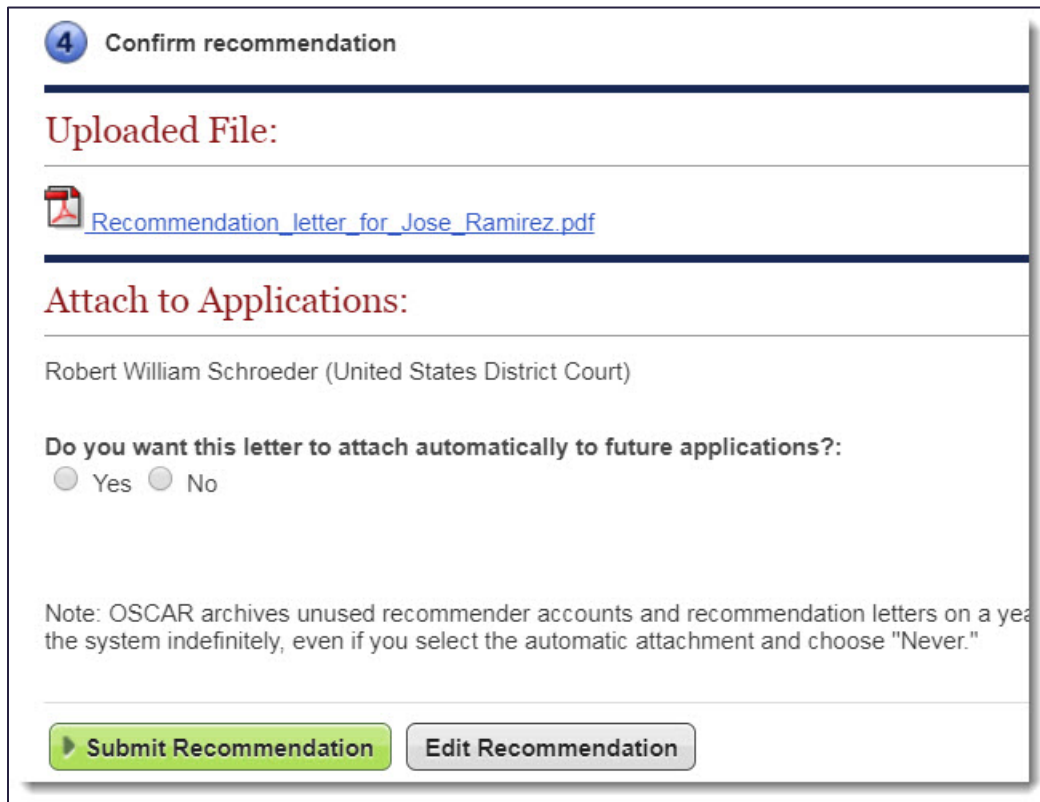
Maximum File Size: 300 KB

File:

Please select your document to upload.


No file chosen

7. Click **Choose File**, browse to and choose the PDF you want to upload, and then click **Next**. OSCAR displays step 4—Confirm Recommendation—showing a final submission screen with your uploaded file.



4 Confirm recommendation

Uploaded File:

 [Recommendation_letter_for_Jose_Ramirez.pdf](#)

Attach to Applications:

Robert William Schroeder (United States District Court)

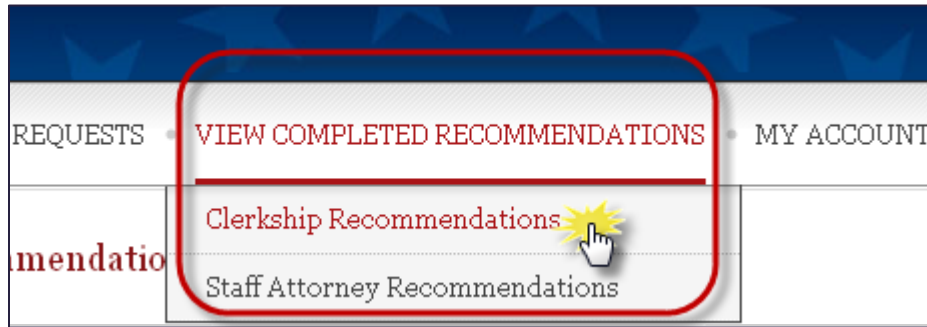
Do you want this letter to attach automatically to future applications?:

Yes No

Note: OSCAR archives unused recommender accounts and recommendation letters on a year basis, even if you select the automatic attachment and choose "Never."

8. To preview your recommendation letter exactly as a judge or staff attorney office will see it, click the document name in the list under *Uploaded File*. You will also see the name(s) of the judge(s) or staff attorney offices you designated to receive the letter.
9. Select **Yes** or **No** for *Do you want this letter to attach automatically...* **Yes** allows OSCAR to append the recommendation letter to new applications when that applicant generates new recommendation requests. Choose an Expire Date for automatic attachment or set the letter to Never Expire. Note: You can change this selection on the Fill Recommendation Requests tab any time after you submit the letter of recommendation.
10. Click **Edit Recommendation** if you want to upload a different file or a modified version of the same file. Letters uploaded from an existing PDF file cannot be edited in OSCAR. If there is a problem with the PDF letter, fix the letter in its original software program and upload it again. If you are satisfied with your letter, click **Submit Recommendation** to finalize the process. **Note:** Once you click **Submit Recommendation**, the letter cannot be edited, withdrawn, or deleted if the application has already been released to the judge.

11. To ensure the requests have been submitted, place your mouse over the **View Completed Recommendations** tab in the main navigation bar and click on **Clerkship Recommendations** or **Staff Attorney Recommendations** in the menu that appears.



12. The *View Completed Recommendations* screen displays all requests that have been filled. If you would like to preview a letter that was uploaded, click on the small PDF icon in the *Preview* column, located on the far right side of the screen.

Items 1-20 of 21 | Showing 20

Judge	Last Updated	Preview
Oscarsyte, Judge PICK ME	Jun 08, 2012 11:44 am	

Jump 1 | Next >



Contact OSCAR

oscar-support@ao.uscourts.gov

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday