

E-Newsletter

December 2020/January 2021
Non-Judiciary



OSCAR Access Dates

The Administrative Office of the United States Courts has set the dates for applicants from the law school classes of 2022 and 2023. Once given access to OSCAR, applicants can register for an account, upload documents, search for positions, and build draft applications. Access dates are as follows:

Class of 2022

Applicants gain access to OSCAR at 8:00 am EST on February 3, 2021.

Class of 2023

Applicants gain access to OSCAR at 8:00 am EST on February 2, 2022.

For more information, please visit the [Federal Law Clerk Hiring Plan](#) page on OSCAR.

System Archiving is Coming

It's that time of year again! The OSCAR Program Office will soon perform its annual system archiving to prepare for law clerk and staff attorney hiring in 2021. This is done once a year to make room for new applicants, positions, and applications--and to help the site run faster. Due to the release of NextGen OSCAR, the system has not been archived since 2018, so the number of accounts, positions, and applications to be archived or deleted will be larger than usual. Here is how it works.



What is System Archiving?

System archiving is basically "cold storage" for unused accounts, positions, and applications. Each year, OSCAR gives users a chance to save or retain their associated applications and documents before they are archived. After positions or accounts have been archived for a year, they are completely deleted from the OSCAR system.

When Does System Archiving Start?

System archiving will begin on January 18, 2021. Archiving will occur in four sessions, and the OSCAR system will be fully functional during each of these sessions, with no downtime for users.



What Happens During System Archiving?

Accounts and associated items that have not registered activity over the past year and positions that were listed as filled or expired as of June 30, 2020 along with their associated applications will be archived. When an applicant or recommender account is archived, associated documents, applications, and recommendations are not kept and cannot be retrieved. Existing archived accounts and positions are deleted. Because archiving was delayed, some accounts that are inactive but not archived, along with their associated items (documents, recommendations, and applications), will also be deleted. Additionally, email messages sent through OSCAR prior to January 1, 2019 will be deleted.

What Do You Need to Do?

The applicable schedule and tasks follow. The suggested actions provide you with steps to retain records of applications and/or recommendations.

Monday, January 18, 2021

- **Task:** All currently archived applicant accounts and applicant accounts with no activity prior to January 1, 2020 (including applications and all applicant-related materials) are deleted from the system. Currently archived recommender accounts and recommender accounts with no activity prior to January 1, 2020 are also deleted from the system.
- **No action needed.**

Friday, January 22, 2021

- **Task:** All applicant accounts that have not registered any activity since January 1, 2020 and do NOT have any documents and/or applications associated with them are deleted from the system.
- **No action needed.**

Monday, February 8, 2021

- **Task:** Applicant accounts and recommender accounts that have not registered account activity since January 1, 2020 are archived.
- **Suggested Action: Prior to February 8,** download applicant account materials, recommendation letters, and templates, and run any reports that include this data if you wish to retain these items for your records.

Please Note: The OSCAR system will be fully functional during each of these maintenance sessions. There will be **no downtime** for users.

More Information

Review the following PDFs to help you complete system archiving tasks:

- [System Archiving Infographic](#)
- [Downloading Recommendation Materials](#)
- [Restoring an Archived Applicant Account](#)
- [Running and Saving a Predefined Report](#)

How Do I... Run a Predefined Report?

OSCAR provides a reporting feature for law school administrator users. Users with the appropriate administrative rights can access predefined reports to assist managing statistics on applicant and recommender data. To run a report:



1. Click **Tools** in the left navigation and select **Reports**.
2. Locate the report name. Each report provides the following options:
3. **Review Latest Run:** Displays the report using data from the last time the report was run (generated).
4. **Regenerate Report:** Runs a new report using current data.
5. **Previous Runs:** Provides access previous runs of the report.
6. When you view a report, OSCAR shows the first page of the data in the window screen. From here, you can select to **Open in New Window**, **Save as Excel** (OSCAR will prompt a download; select to open or save the Excel file to your computer), or **Return to Report List**.

Training Resources

Need help? OSCAR offers a plethora of training resources to help you learning to use the system. The OSCAR Program Office provides the following:

- [Video tutorials](#)
- [Video walkthroughs](#)
- [Recorded webinars](#)
- [Quick reference guides](#)
- [Online help articles](#)
- [User resource pages](#)
- [FAQs](#)



Visit our [Training Pages](#) for even more resources!

Message from OSCAR Management

Happy Holidays from the OSCAR Program Office. We are looking forward to another successful law clerk hiring season in 2021, so be on the lookout for more webinar announcements as we continue to introduce our users to all the new features of NextGen OSCAR. As always, we hope everyone continues to stay healthy and safe.



Laura W. Simon
Administrative Office of the
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