OSCAR System Archiving
Downloading an Archived Applications Packet

To download a packet of archived applications:

1. Log into OSCAR.

2. From the *Applicants* drop-down menu, click **Applicants List**.

3. Select the **Archives** tab. An archived applicant listing is displayed.

4. Click the **checkbox** for the applicants whose applications you wish to include in the download packet. To select all applicants, click the **checkbox** in the header row.

5. Under *Batch Options*, select **Generate Packet**. OSCAR displays the Publication Requests screen where you select the documents to include in your packet.

6. Select the documents to include in your packet, enter a name for the packet, and click **Submit Request**.

7. You will receive a system notification email when the packet is ready for download.

8. To retrieve your packet, navigate to the **Applicants > Printable Application Packets** tab. Click the icons next to your packet's name to download the packet as a single ZIP file or as multiple PDF files. Note: The download packet is available for 7 days.

Questions?

Administrative Office of the United States Courts
OSCAR Program Office
oscar-support@ao.uscourts.gov
1-866-666-2120 (toll free)
www.oscar.uscourts.gov