

OSCAR System Archiving

Downloading or Printing an Archived Applicants Listing

To download or print an archived applicants listing:

1. Log into OSCAR.
2. From the *Applicants* drop-down menu, click **Applicants List**.
3. Select the **Archives** tab. OSCAR displays the archived applicant listing.
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 **View Printable List**. OSCAR displays a printer-friendly list of the selected applicants in a table format.
6. Save or print the page that displays in your web browser. Note: Saving and printing procedures vary by browser and operating system.

Questions?

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