

## E-Newsletter

February/March 2021  
Non-Judiciary

### Calling All New 2Ls

Welcome to the class of 2022! OSCAR provides a wealth of features to help you manage your clerkship and staff attorney application process, including:



- [Search for new positions](#) and [save searches in OSCAR](#)
- [Sort open positions by type, location, or other criteria](#)
- [Tag positions of interest to you and filter the Positions List by tags](#)
- [Upload documents](#) and [create applications](#)
- [Set up your recommenders](#) to prepare for requesting letters of recommendation
- View and manage all of your applications in a single list

More information about application release dates and future access dates to OSCAR can be found in the [Federal Law Clerk Hiring Plan](#).

To get the most out of your OSCAR experience, check our [Training Resources](#).



### Transcripts FAQ

Now that OSCAR allows applicants to upload transcripts as PDF files, we've received a number of questions about the process. Some of the most frequently asked questions about uploading transcripts are answered below:

#### Is It OK to Use Encrypted Transcripts in My OSCAR Applications?

No, you should use unencrypted transcripts. Why? Because encrypted PDFs that are included in applications can corrupt the application packets and prevent them from displaying correctly. In some cases, they can be completely blank. Note: It is standard practice for Judges and Staff Attorney Offices to accept unofficial transcripts with OSCAR applications. If the chambers or office need an encrypted transcript, they will request it by email or another channel outside of OSCAR.

#### How Do I Get a Copy of My Unencrypted Transcript to Submit with My Applications?

Ask your law school (or other relevant schools) for unencrypted versions of your transcripts. They should be able to help you obtain unencrypted copies of your transcripts. The OSCAR Program Office cannot assist in this matter.

#### What If I Already Used an Encrypted Transcript in OSCAR?

If you submitted an encrypted transcript in your OSCAR applications, first remove the encrypted transcript from your Documents list. Remember, deleting transcripts from your Documents list DOES NOT remove transcripts that are already attached to online applications. Second, delete the encrypted transcript from your applications and replace it with an unencrypted transcript. You must do this for every application that includes the encrypted transcript.

#### What If I Don't Know How to Delete & Replace Transcripts in OSCAR?

For tips on uploading documents, including transcripts, visit the [OSCAR Support Portal](#).

*Note:* The OSCAR Program Office cannot assist you in getting unencrypted copies of your transcripts to upload to OSCAR.

### Planned Enhancements in OSCAR

The Administrative Office routinely makes enhancements to the system to keep it running smoothly and to keep improving the user experience. The next changes will be deployed



### What's New

Access to the new Positions List

### Who Will This Affect?

LSAs

### What It Does

-Adds a stand-alone Positions List page to the LSA interface, so you don't need to log in as an applicant to view the Positions List.

-Provides search and sorting filters.

-Allows you to easily view the Position Details.

### What's New

Ability to change the expiration date for auto-attaching recommendation letters

### Who Will This Affect?

LSAs and Recommenders

### What It Does

-Brings back the legacy functionality that allows you to update the expiration date of recommendation letters set to auto-attach to new applications from the recommendations list.

-Adds the "Auto Attach" button back to the Pending Requests list in both the LSA and Recommender interfaces.

-Allows you to toggle the auto-attach setting and modify the expiration date, respectively.

### What's New

Capability to download full application packets

### Who Will This Affect?

LSAs

### What It Does

-Adds individual document icons to the Applications tab within each applicant's account, so you can view individual documents or the entire packet by clicking on the corresponding icon.

## How Do I... Help Applicants Find Open Positions?

The OSCAR toolkit contains some useful tools for Law School Administrators (LSAs). Among them is the "[shared search](#)" tool, which LSAs can use to help applicants fine-tune their searches in OSCAR, including creating specific search parameters for positions that match:

- An applicant's area of interest,
- Geographical areas suited to an applicant,
- A particular skill set that applicants should possess,
- Interview methods that certain judges favor,
- Particular judge types or specialty courts, and
- Types of clerkships (career, term, or temporary).



## Search Tool

To search, save, and share searches with applicants:

1. On the left navigation bar, go to the **Judicial Directory** and click **Judges** or **Staff Attorney Offices**. For this search example, we will use Judges.
2. Enter your search criteria in the Search field (e.g., location, if you want to narrow it down by state or city). Select the **Search Judges** button.
3. Use the filters at the top of the page (e.g., Clerkship Type) to further narrow your search. After you make your selections, click **Apply**.
4. On the right, the **+Create Saved Search** link appears. Click the link to display the Save Search window. Give your search a name and click **Confirm** to save it.
5. To access your saved search, click the **Saved Search** link to the right of the filters. OSCAR displays a list of your saved searches.



To share your saved search with applicants using **Batch Options**:

1. On the left navigation bar, go to **Applicants** and click **Applicants List**.
2. *To share your saved search with all applicants:* select the checkbox next to **Batch Options**. Then, select **Share Search > Judges** from the **Batch Options** dropdown, and select your saved search.
3. *To share your search with selected applicants:* check the box next to each applicant before selecting **Share Search > Judges** from the **Batch Options** dropdown.
4. Click **OK**.



[Apply To Positions Video](#)

Need help? OSCAR offers many training resources to help you learn to use the system:

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

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

## Message from OSCAR Management

The 2021 hiring season has begun, and OSCAR is set to handle all the applications that will soon pour in for clerkship openings. Be on the lookout for announcements about upcoming webinars as we continue to introduce our users to the newest features of OSCAR. You can always stop by our [website](#), which has a wealth of materials, including quick reference guides, videos, help articles, and recorded webinars. As always, we hope everyone continues to stay healthy and safe.



Laura W. Simon  
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