



## OSCAR Resources for Judges

<b>I.</b>	<b>Manage Profile and Update Hiring Practices.....</b>	<b>2</b>
	Manage Profile .....	2
	Update Hiring Practices .....	2
	Federal Law Clerk Hiring Best Practices .....	3
<b>II.</b>	<b>Post Positions .....</b>	<b>4</b>
<b>III.</b>	<b>Hire.....</b>	<b>7</b>
	Review Applications .....	7
	Search and Sort Applicants.....	8
	Manage Applications in Folders .....	9
	Request Document Updates .....	10
	Create Notes .....	10
	Communicate with Applicants.....	11
<b>IV.</b>	<b>Close Positions .....</b>	<b>13</b>
	Step 1 - Mark Clerkship Filled.....	13
	Step 2 - Update Your Profile.....	15



## I. Manage Profile and Update Hiring Practices

### Manage Profile

The judge profile contains general directory information, email notification settings, hiring preferences, and chambers specific information. Applicants can view and search on profile information, so it is important that judges keep it up to date and provide applicants and law schools with accurate information about your hiring plans.

1. Under the **My Profile** tab in the main menu, select **Profile**.



2. Scroll down and complete or update the profile information, which is broken down into four sections:

- General Information
- Email Information
- Hiring Preferences
- Chambers Information

3. Complete all fields and click **Submit** at the top or bottom of the page to update your judge profile.

### Update Hiring Practices

The Hiring Practices field is part of the Hiring Preferences section of the judge profile. It informs applicants and law schools of judge hiring preferences and schedules.



Judges should update their Hiring Practices every time a change occurs in their hiring status. Examples include:

- I currently have two openings for the 2019-2020 terms with a term start date in August and one in September. Please see the position description section of the clerkship posting for further instructions about my application requirements.
- I am hiring for the 2019 term. I prefer to hire clerks who have at least one year of law experience (e.g., clerking or working at a firm). Applicants should be in the top 25% of their class if the school ranks. Law journal experience is a plus.
- Chambers is accepting applications from attorneys with at least 1 ½ years of post-law school work experience. Applicants must have a background in patent law and science. The judge is willing to conduct interviews via teleconference.
- I have filled my clerkship positions for the 2018-2019 and 2019-2020 terms.
- The judge is retiring in June. Do not send unsolicited applications.

Hiring Practices support the federal law clerk hiring best practices, outlined below.

## **Federal Law Clerk Hiring Best Practices**

The Federal Law Clerk Hiring Best Practices provide voluntary guidelines for judges when recruiting and hiring clerkship applicants:

- Support a transparent recruitment process by maintaining OSCAR judge profiles that identify hiring practices and preferences.
- Consider coordinating hiring activities and efficiencies such as setting court-wide interview dates. Post interview dates in each OSCAR judge profile.
- Use video conferencing or electronic face-to-face interviews in lieu of in-person interviews when feasible. Judges may wish to consult with their clerks of court regarding the video conferencing process and cost.
- Inform applicants of clerkship offer policies or practices and do not require an applicant to accept an offer immediately without at least 48 hours to weigh it against other viable offers. This does not prohibit an applicant from accepting an offer on the spot.
- Choose online or paper application methods rather than requiring applications submitted by email due to the hardship emailing applications places on law schools and applicants.
- Consider visiting law schools with a minority student population to share recruitment practices and insights about the law clerk hiring process. These visits may encourage more minority law school students to pursue federal clerkships and further the Judiciary's goal of reflecting the communities it serves.

More information regarding hiring practices can be found [on the OSCAR website](#).



## II. Post Positions

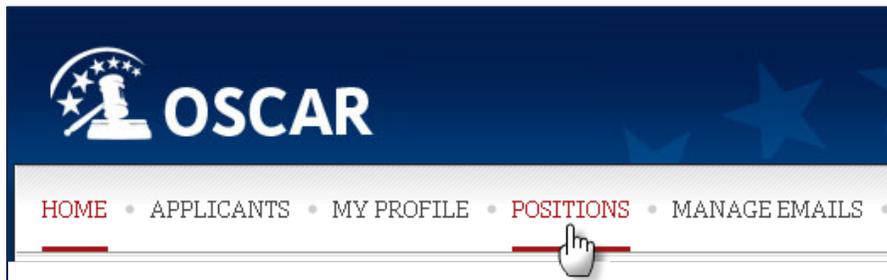
Judges can post positions for the following clerkship types and terms:

- **Term Law Clerk-Chambers:** 1-year, 2-year, 3-year, or 4-year term
- **Career Law Clerk-Chambers:** Automatically defaults to Permanent term
- **Temporary Law Clerk-Chambers:** 1-year, 2-year, 3-year, or 4-year term
- **Pro Se Law Clerk:** 1-year, 2-year, 3-year, 4-year term, or Permanent term
- **Death Penalty Law Clerk:** 1-year, 2-year, 3-year, 4-year term, or Permanent term
- **Bankruptcy Appellate Panel (BAP) Law Clerk:** 1-year, 2-year, 3-year, 4-year term, or Permanent term

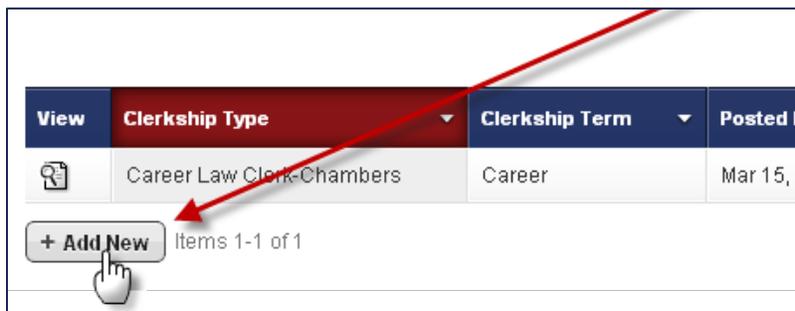
**Note:** Non-chambers clerkship positions (Pro Se, Death Penalty, and BAP) should only be posted under the chief judge's account.

To post a position, follow the steps below.

1. Click on the **Positions** tab in the main menu.



2. Scroll to the bottom of the page and click **Add New**.



3. The Clerkship form is displayed. Complete all required fields.

**Note:** The posted position will not be viewable to applicants until the designated **Open Date**.



**Clerkship**

Copy Previous Position:

Status\*:  Available  Filled

Clerkship Type?:

Clerkship Term\*:

4. Enter a position description to provide important details about the position and any additional requirements not covered elsewhere. A PDF document can be attached to the position for applicants to download and review. Click **Browse** and select the PDF file to upload to OSCAR. Below this, indicate whether the position is renewable, the city, and state of the position.

Description:

(maximum characters: 4000)  remaining.

5. Indicate the required application documents (cover letter, resume, writing sample(s), law grade sheet, undergraduate grade sheet, other grade sheet (e.g., LLM, professional degree, etc.) as well as the minimum number of years of law school grades required from an applicant. Choose the number of references required and/or number of recommendation letters required. Also indicate a preference for applicants with law review or journal experience, moot court participation, bar membership, prior judicial experience, specialized work experience, legal experience post-law school, and a particular class standing.  
**Note:** References and recommendation letters can be requested:
  - **Requesting References:** A field is provided for the applicant to enter the reference name and contact information. This information will appear on the cover page of the full application.
  - **Requesting Letters of Recommendation:** The applicant can generate requests for letters to the recommenders within OSCAR. The recommenders, will then log into OSCAR and upload their letters of recommendation. These letters of recommendation become part of the full application packet, but only you and your chambers staff can view them. OSCAR does not allow applicants to view their own letters of recommendation.



Cover Letter Required?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Resume Required?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Writing Sample Required?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

6. After entering the position information and requirements, click **Next** to preview the new position.
7. Review the position details. If changes are necessary, click **Continue Edits** to return to the previous page. To print the position for reference, click **View Printable** and print from the browser. If everything is correct and the position is ready to be posted, click **Post Position**.

► Post Position   ◀ Continue Edits   View Printable   × Cancel

8. OSCAR will prompt to review the **Hiring Practices** statement in the judge profile. To amend the statement, changes can be made directly in the pop-up window. Click **Submit** to continue. The position will be viewable to applicants and ready to receive applications beginning on the Open Date selected.

**Update Judge Info** [Close]

► Submit \* indicates a required field

Hiring Practices ?  
(Updated May 21, 2015)\*:

Applicants may submit applications at any time; interviews will be conducted, and offers extended, on a rolling basis. The judge strongly prefers candidates with at least one year of post-law school work experience (clerking or practicing). No offers are likely to be made in the absence of grades from the third semester of law school.

(maximum characters: 1200) 861 remaining.

► Submit

**Note:** Once the Post Position button is clicked, the year cannot be changed on the Close Date, Term Start date, or Term End date.

For assistance, please contact the OSCAR Program Office at 1-866-666-2120 (toll free) or email [oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov).

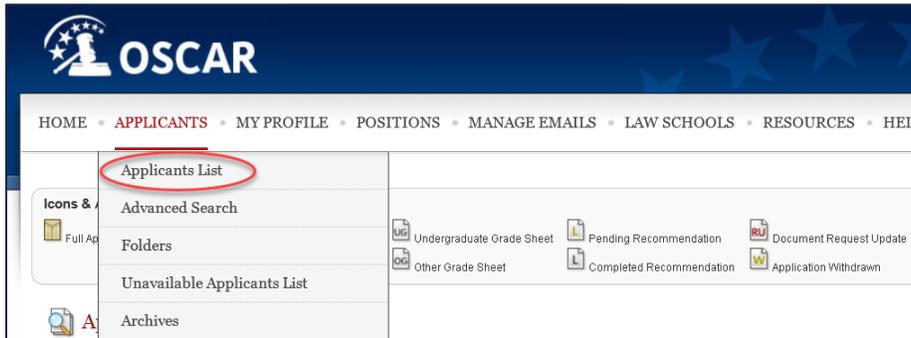


## III. Hire

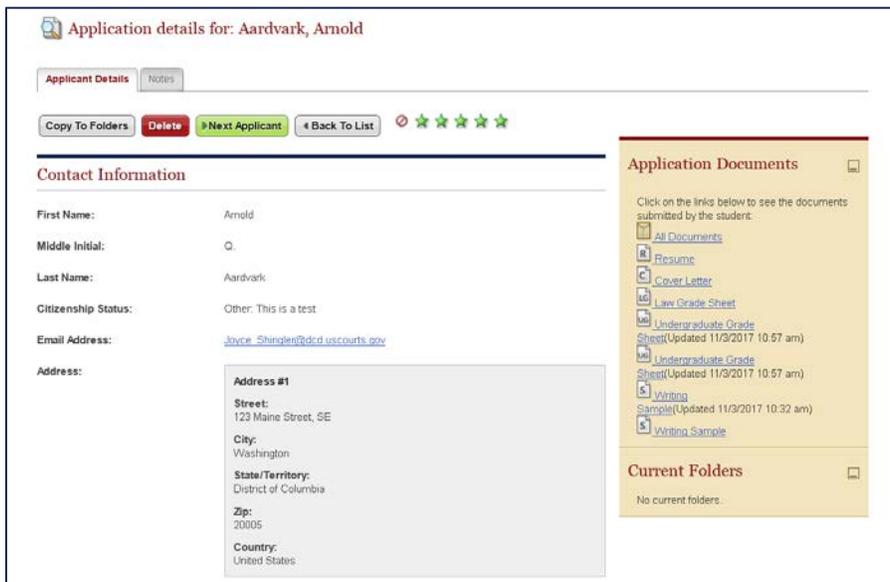
Judges and chambers staff have access to many features in OSCAR that make it easy to find the perfect candidate for a position.

### Review Applications

1. Under the **Applicants** tab in the main menu, select **Applicants List**.



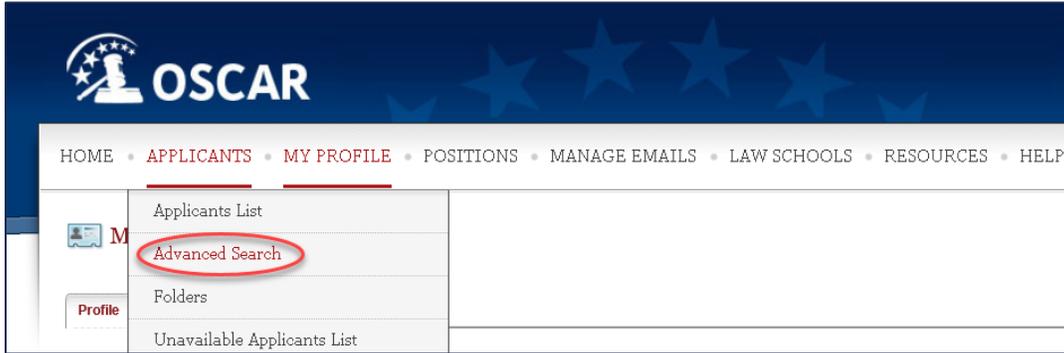
2. Click on the **Applicant Name** to view the application.
3. On the application page, you can view application documents, copy the application to a folder, make notes on the application, or rate the applicant.





## Search and Sort Applicants

1. Under the **Applicants** tab in the main menu, select **Advanced Search** to search for applicants based on specific criteria. You can also use the **Basic Search** under the main Applicants List.



2. To perform an advanced search on applications, scroll down and select your search criteria. Click **Submit** when complete.
3. A **Search Results** tab will appear. Scroll down to view the results.
4. Click the column header of your choice to **sort** by category (applicant name, citizenship, documents, etc.).

HOME • **APPLICANTS** • MY PROFILE • POSITIONS • MANAGE EMAILS • LAW SCHOOLS • RESOURCES • HELP

**Applicants**

Applicants List | **Advanced Search** | **Search Results** | Folders | Unavailable Applicants | Archived Update Requests | Application Notes | Printable

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [all]

**Batch Options**

Mail ▾ [Copy To New Folder] Copy To Existing Folder ▾ Remove From Existing Folder ▾ Generate Packet View Printable List Save As Excel ▾

Condense Applications List

	Applicant Name ▾	Citizenship ▾	Documents	Clerkship Type ▾	Clerkship Term ▾	Term Start Date ▾	JD/LLB From ▾	Date of JD/LLB ▾	Class Rank ▾	Submitted On
<input type="checkbox"/>	<a href="#">Applicant Nia</a>	<input checked="" type="checkbox"/>		Term Law Clerk-Chambers	1 Year	Dec 20, 2016	Other	2014	5%	Jul 14, 2016 5:43 pm

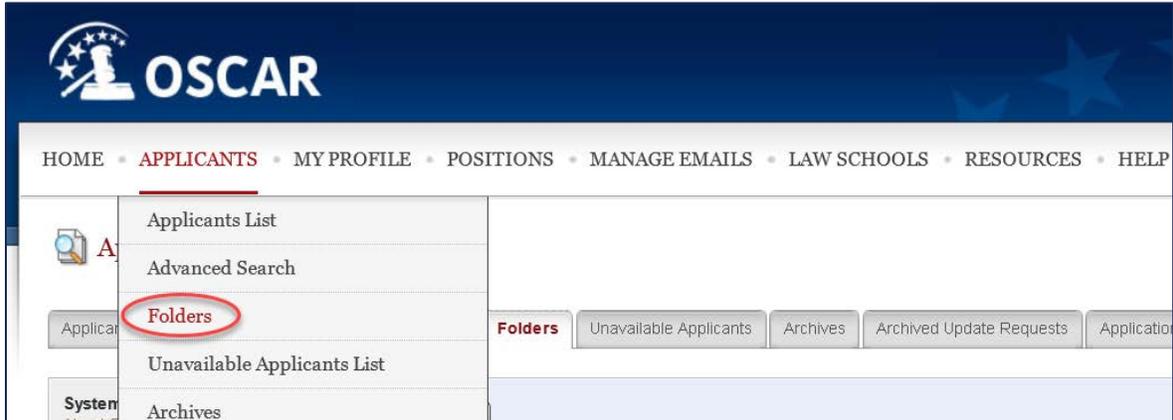
5. Click the **Applicant Name** to review the application and applicant profile.



## Manage Applications in Folders

Judges and chambers staff can use folders to help organize applications.

1. Under the **Applicants** tab in the main menu, select **Folders**.



2. In the **System Folders** sidebar on the left side of the screen, select existing folders or add new folders.

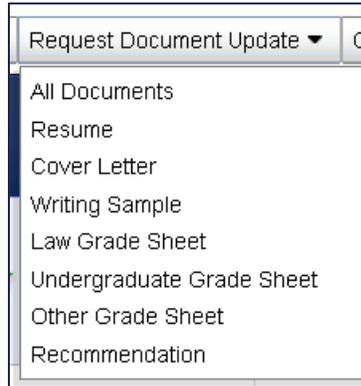


Applications can be copied to folders throughout the application review process.



## Request Document Updates

1. Within the **Applicants List** batch options, click **Request Document Update**.
2. Select all documents or an individual document from the menu that appears.



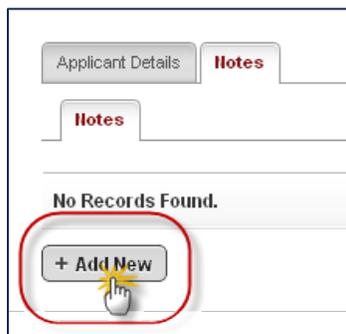
3. A pop-up notification will appear asking to confirm the request for an update. Click **OK**. OSCAR will send the request directly to the applicant.
4. In the **Applicants List**, the Request Update  icon will appear in the Status column, indicating that the request has been sent. When the applicant completes the update request, the status will change to the Application Updated  icon.

**Note:** All completed update requests can be accessed in the **Archived Update Requests** tab.

## Create Notes

Judges and chambers staff can add notes to any application they review, whether on the *Applicants List*, *Folders*, or *Search Results* tabs.

1. On the application page, click the **Notes** tab.
2. Click **Add New** to create a note.





3. Enter a label and note text in the body field. Click **Submit** when finished.

Note

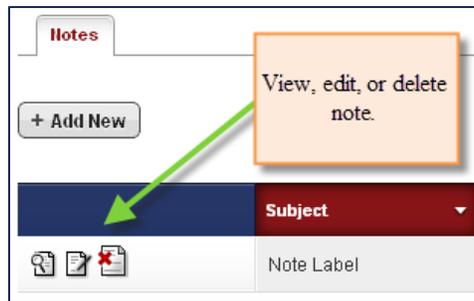
Label: Note Label

Body: Body text of note.

(maximum characters: 1000) 982 remaining.

Submit Cancel

4. On the **Notes** tab, you can use the icons to view, edit, or delete the note.  
**Note:** You can only edit or delete notes you create.



## Communicate with Applicants

Judges and chambers staff can communicate with applicants directly via the mail wizard feature in OSCAR. This can be used to send emails to notify applicants that their application has been received, request an interview, provide hiring updates, notify applicants that hiring has been completed, and more.

1. Within the batch options of the **Applicants List**, select **Mail**. You can create a new message or select one of the email templates provided.

Batch Options (0 items selected)

Mail [Copy To New Folder] Co

[new message]

Notice of Completion of Hiring

Notice of Received Application

Notice of Request for Interview



2. The **Mail Wizard** will open and display the steps required.

The screenshot shows a form with the following fields:

- Message Identifier:** Please enter an identifier for this message. (Text input field)
- Subject\*:** Enter the subject of the email message. (Text input field, highlighted in yellow)
- From\*:** Please enter the e-mail address which will be used in the from field. (Text input field, highlighted in yellow)
- Cc:** Address(es) who should be carbon copied. (Text input field)
- Bcc:** Address(es) who should be blind copied. (Text input field)
- Send Copy To:** Address(es) to receive a copy of the first message sent. (Text input field)

Green arrows point from a box labeled "Required fields." to the Subject\* and From\* fields.

3. OSCAR provides mail merge fields, shown in the Available Fields box on the right side of the screen. The merge fields will automatically personalize the email for its recipients. **Note:** Ensure the merge field copied into the message body contains both brackets around the merge field (e.g., [fullname]).

The screenshot shows the **Message Body\*** field with the instruction: "Please enter the message body, including any substitution fields". The text "Dear [fullname]," is entered in the text area. A green arrow points to the "[fullname]" merge field.

4. When you have completed all fields, click **Next** at the bottom of the screen. You will be prompted to review recipients. When complete, click **Send Messages**.
5. Click **Done** to complete the process.

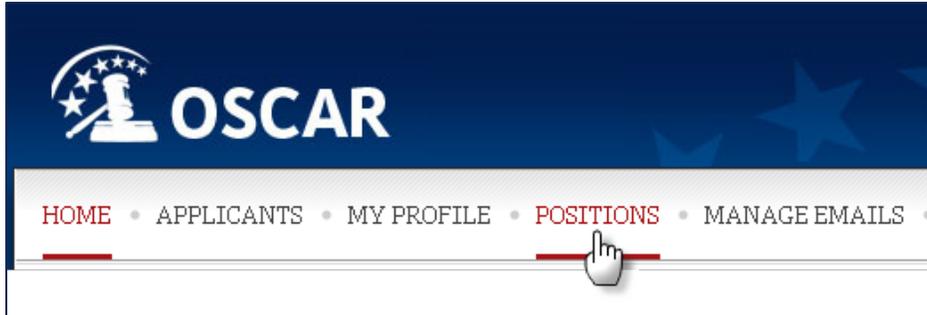


## IV. Close Positions

When hiring is complete, mark your position filled. This will prevent applicants from submitting online applications and will indicate to potential applicants that hiring is completed and closed.

### Step 1 - Mark Clerkship Filled

1. In the main menu, click the **Positions** tab.



2. Scroll to the bottom of the page to view the list of current positions. Click the view icon (  ) for the position to be closed.

View	Clerkship Type	Clerkship Term
	Bankruptcy Appellate Panel Law Clerk	3 Years
	Bankruptcy Appellate Panel Law Clerk	2 Years

3. The position details are displayed. Click **Filled** in the **Status** field to mark the position as closed.

**Clerkship**

Status\*:  Available  Filled

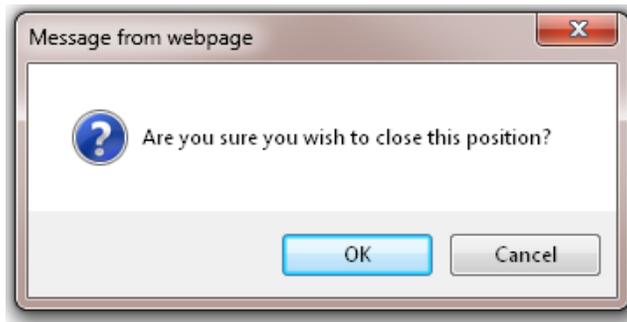
Clerkship Type?: Bankruptcy Appellate Panel Law Clerk



4. Click **Next** to continue. On the next page, scroll to the bottom and click **Close Position**.



5. OSCAR displays a pop-up confirmation asking, “Are you sure you wish to close this position?” Click **OK** to continue.



6. A prompt to update the **Hiring Practices** statement from the judge profile will appear. Make changes directly in the pop-up window and click **Submit**. The list of positions will appear, and position will be updated as filled.

**Update Judge Info** [X]

**Submit** \* indicates a required field

**Hiring Practices** [?]  
(Updated May 19, 2015)\*:

The judge has completed clerkship hiring.

(maximum characters: 1200) 1159 remaining.

**Submit**



## Step 2 - Update Your Profile

Although OSCAR prompts you to update your Hiring Practices statement when you close a position, there are other profile fields you might want to update, including chambers profile, number of chambers staff, and the additional chambers information field. Keeping your profile up-to-date is the most clear and visible way to indicate to potential applicants and law schools that you are not hiring.

1. In the main menu, select the **My Profile** tab and click **Profile**.



2. Update the **Hiring Practices Field** to indicate that the position is closed and applications are no longer accepted.

Hiring Practices :

The judge only employs permanent law clerks and does not have an opening at this time. Applications will not be reviewed.

(maximum characters: 1200)  remaining.

3. Scroll down to **the Chambers Profile** field. Check the box **Do Not Contact Chambers** to advise applicants not to contact chambers. Check the box **Has Only Permanent Clerks** to advise applicants that temporary law clerks are not being considered.



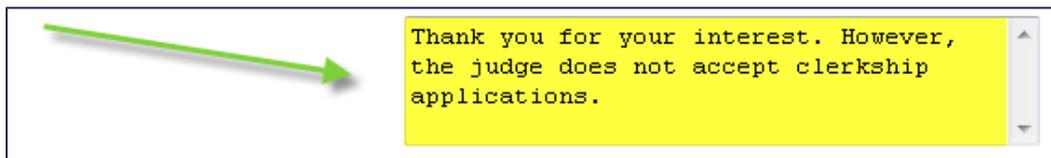
Do Not Contact Chambers  
 Has Only Permanent Clerks



4. Identify the number of chambers staff so that potential applicants will recognize the fully staffed status.

Career Clerks:	<input type="text" value="1"/>
Term Clerks:	<input type="text" value="2"/>
Temporary Clerks:	<input type="text" value="0"/>
Judicial Assistants:	<input type="text" value="0"/>

5. Scroll down to the **Additional Chambers Information** field and enter any other relevant information about the chambers.



Thank you for your interest. However, the judge does not accept clerkship applications.

6. Remember to review the rest of the profile information (name, location, circuit, district, etc.) to make sure it is correct and up-to-date. Click the **Submit** button when complete.

The profile is now updated and viewable by potential applicants.