



The OSCAR Update

Clerkship Hiring News & More

June/July 2021
Non-Judiciary



News for Applicants

Law Clerk Applications Successfully Released

On June 14, 2021, the Administrative Office of the United States Courts released online law clerk applications from the class of 2022 to judges in accordance with the [Federal Law Clerk Hiring Plan](#) pilot. Any future clerkship applications created by members of the class of 2022 will be released to judges immediately when finalized. **Note:** Staff attorney applications are not affected by the [Federal Law Clerk Hiring Plan](#) pilot and are always released to staff attorney offices when finalized.



If you need assistance in your clerkship application process, you can review our extensive resources available on your [Training](#) and [Resources](#) pages as well as our [online help](#).

We wish all applicants the best of luck in securing a position.



How Do I... Update My Application Documents

OSCAR allows you to continue to update an application even after it has been finalized. There are a couple of ways to replace existing application documents, depending on the document type:

Method 1: You can replace resumes, cover letters, and law transcripts using the Batch Options menu. You can do this for multiple applications at once.

Method 2: To replace other types of documents (for example, writing samples), you must edit the individual application that includes the document, remove the existing document, and attach the new one.

Note: You must upload your replacement documents to your Documents tab before you can use them in your applications. Deleting a document from the Documents tab does NOT remove the document from existing applications. To learn more, see the [Upload Your Documents](#) help article.

Method 1

You can replace resumes, cover letters, or law transcripts on finalized applications by using **Batch Options** as follows:

1. Navigate to **Applications > My Applications** and check the box(es) next to the name of the judge(s) or staff attorney office(s).
2. Using the **Batch Options** dropdown, hover over the option for the document you want to replace, for example, **Replace Cover Letter**, and then select the replacement document.

OSCAR will display a popup message to confirm the change. Click **OK** to continue. You will see a green banner notifying you that your document was successfully updated.

Method 2

You must replace any other application documents, such as writing samples, by individually editing an application, removing the existing document, and attaching the new one, as follows:

1. Navigate to **Applications > My Applications** and click the **Edit** icon below the judge or staff attorney name, which will take you to the position summary page.
2. On the right side of the page, select the **Update Application** button in the Accepting Application box.

3. OSCAR displays the **Choose My Documents** section of your application (Step 1). You will see dropdown menus with all the documents that you've selected for that application. Locate the document you wish to replace, click the **X** to delete the existing document, and select the replacement document from the dropdown.
4. Proceed through Step 2 (Recommenders), Step 3 (Review), and Step 4 (Finalize) as OSCAR guides you through the rest of the application "stepper."

Note: If a judge or SAO wishes you to update an application in part or whole, they can issue a document update request through OSCAR. If this occurs, you will receive a notification sent to the email address associated with your OSCAR account, and OSCAR will also display an alert with the update request at the top of your home screen.

Remember: Hiring Continues All Year

Judges and staff attorney offices post positions year-round, so you can continue searching and applying for positions. Many clerkship and staff attorney positions open after the application release date, so [sign up for daily or weekly email notifications](#) or [follow us on LinkedIn](#) to get the latest updates on new positions posted in OSCAR.



Hired? Mark Yourself "Unavailable" or Withdraw Your Applications

1. If you are hired, it's important to mark yourself as "Unavailable," which automatically withdraws all of your outstanding applications in OSCAR, to or individually withdraw your active applications.

Mark Yourself "Unavailable"

1. Select **Profile** from the left navigation, and then select **My Account** from the dropdown.
2. Check **Yes** in the **I Am Unavailable** field.
3. Enter a reason (Hired or Other) and then specify the period of time you will be unavailable.
4. Click **Update** and you will get a popup message: *"Clicking Yes below will automatically withdraw your outstanding applications and they cannot be restored. Your name will also be included on an unavailable list that judges and staff attorney offices can access prior to proceeding further with an applicant."*
5. Click **OK** to continue.



Note: Judges and staff attorney offices can view unavailable applicants on the Unavailable List. Placing yourself on the Unavailable List means your applications **cannot** be restored. OSCAR will retain your account and store your documents until you are ready to apply for another position, your account meets the archiving criteria due to account inactivity, or you deactivate the account.

Withdraw an Application

1. Select **Applications** in the left navigation to display the My Applications page.
2. Locate the position you applied for in the list, and click the **Withdraw** icon below the name of the judge or staff attorney office.
3. You will get a popup message: *"You are attempting to withdraw a finalized application. You will not be able to reapply to this position if you withdraw the application. Please contact your law school clerkship counselor if you need assistance."*
4. Click **OK** to proceed and withdraw your application.



LSAs' Corner



How to Run Reports in OSCAR

OSCAR provides a reporting feature for Law School Administrators (LSAs). Users with the appropriate administrative rights can access predefined reports to assist with managing your applicants and recommenders. For instance, you can run a report to see a list of all your applicants who have pending requests for recommendation letters or to see all applicants who have finalized applications.

To run a report, select **Tools**, and then from the dropdown select **Reports**:

Once you locate the report, click one of the following options below the report name:

- **Review Latest Run:** shows the data from the last instance that the report was run. **Note:** The last date and time that the report was run displays to the right of the report name.

- **Regenerate Report:** runs a report using the most current data.
- **Previous Runs:** allows you to view previous runs of the report.

How Do I Learn More?

To find out more about running reports and related features like how to schedule a report, see the help article [Run Reports](#).



Training & Resources



Resource Highlight: Upload Documents

Do you need help assisting applicants with completing their applications in OSCAR? Have a look at our ever-growing library of video tutorials that guide you through OSCAR's functionality, including how to upload required documents to an application, such as resumes, cover letters, transcripts, and writing samples:

[UPLOAD DOCUMENTS - YouTube](#)



OSCAR Resources

Did you know that training for LSAs is available? The OSCAR Program Office offers one-on-one or group training sessions to help users become familiar with the system. If you want training for your school admin users, then click the [Request a training session](#) option on your homepage and fill out the request form in the [OSCAR Training Portal](#). Our trainer will respond quickly and work with you to schedule a session.

Many training resources are available in OSCAR to help you learn to use the system.

[Video tutorials and walkthroughs](#)

[Quick references guides](#)

[Recommender tip sheets](#)

[Applicant FAQs](#)

[Online help articles](#)

Message from OSCAR Management

Applications from 2022 law school graduates were released successfully on June 14, 2021, and we hope that all of our users benefited from the new functionality and modern user interface of the latest version of OSCAR. We continue to make updates to the system, add new features, and refine existing functionality to streamline the online clerkship hiring process. Be on the lookout for information about the next batch of OSCAR upgrades, which will be released this November. As always, we hope everyone continues to stay healthy and safe.



Laura W. Simon
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