

## The OSCAR Update

Clerkship Hiring News & More

September/October 2021  
Non-Judiciary

### Sneak Preview of Upcoming Changes

We want to let you know about a few changes that will be coming to OSCAR in early December. We're always working to improve the clerkship hiring experience, and many of these changes are based on feedback from our users. If you see something in OSCAR that you think could work better, don't hesitate to submit a [New Feature Request](#) through our help portal.



### Four New Features



**What's new?** Improved tags

**What is it?** When an applicant applies a tag to a position in the Positions List, it will retain its background color rather than changing to plain text.



**What's new?** Arrange your writing samples in any order

**What is it?** Applicants now have the option to set the order in which their writing samples will appear in their application packet.



**What's new?** Improved management of Alternate Graduation Date students for LSAs

**What is it?** LSAs can approve accidentally rejected AGD requests without needing to contact the OSCAR Program Office. Also, only LSAs with full Administrator rights will receive AGD system emails.



**What's new?** Improved search for LSAs

**What is it?** OSCAR adds a new option to the Class Rank search filter, and LSAs can select multiple judge types when searching for positions.

### 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? Remember to Withdraw Your Applications

Have you accepted a job offer or become unavailable?

At the request of judges, please remember to withdraw any outstanding applications in OSCAR as soon as you become unavailable. This will allow judges and staff attorney offices to make the best use of their time when reviewing applications and setting up interviews.

You can withdraw applications quickly and easily in one of two ways.

### Mark Yourself "Unavailable"

Marking yourself "Unavailable" automatically withdraws all of your applications. **Note:** Placing yourself on the Unavailable List means your applications **cannot** be restored, although judges and staff attorney office can view unavailable applicants on the Unavailable List. 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.

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. All current outstanding applications will automatically be withdrawn.

## Withdraw an Application

If you don't want to mark yourself "Unavailable," you can withdraw applications individually.

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 stating: *"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.



## Training & Resources



### Resource Highlight: Create a Recommendation Letter

Do you need to assist recommenders with submitting letters of recommendation? We created some short videos to guide recommenders through the process of submitting a letter of recommendation in OSCAR. Click above to learn about [creating a letter using the online editor](#), and go to our [training video library](#) to find out more about the recommendation process.



### 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 reference guides](#)

[Recommender tip sheets](#)

[Applicant FAQs](#)

[Online help articles](#)

## Message from OSCAR Management

We are excited to announce that OSCAR's newest software updates will be released in early December. As the release date nears, be on the lookout for more information about the next batch of OSCAR upgrades. And, if you have any suggestions for improvements to OSCAR, you can submit them by filling out our [online feature request form](#). As always, we hope everyone continues to stay healthy and safe.



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