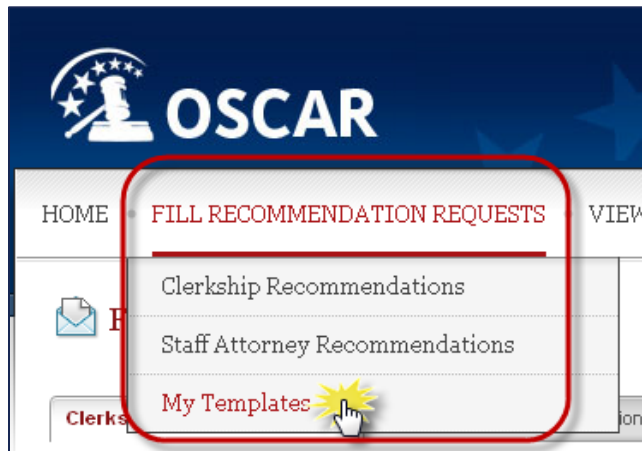




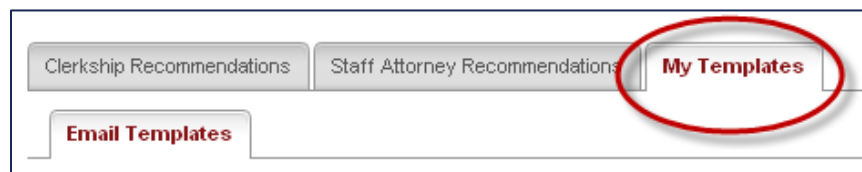
Create a Recommendation Letter Template for Later Use

OSCAR allows you to create and store a recommendation letter template, which can be used when filling recommendation requests from applicants. Using the *merge fields* available in OSCAR's online editor (discussed below), you can create a generic letter that OSCAR will automatically customize with the name and address information of any judge or staff attorney office receiving the letter. Users can customize templates as needed when filling recommendation requests for those instances when you wish to add additional information for a specific applicant or are personally familiar with the individual to whom the letter is directed.

1. Place your mouse cursor over the **Fill Recommendation Requests** tab, and click on **My Templates** in the menu that appears.



2. OSCAR displays the *My Templates* sub-tab. Click **Add New** to create a new recommendation letter template.



3. OSCAR displays the online editor, where you can enter your recommendation letter template. Select **Judge** or **Staff Attorney** for your template type.



4. OSCAR refreshes the screen. Enter a name for your template in the *Label* field. This is how OSCAR displays your template in the *My Templates* tab.

To save a recommendation letter as a template under My Templates, you must first enter a name in the Label field for that recommendation letter and then type the letter in the online editor below. Once you have created a template(s), you need to go to the Recommendation Requests tab to attach it to a recommendation request.

Enter Template Label

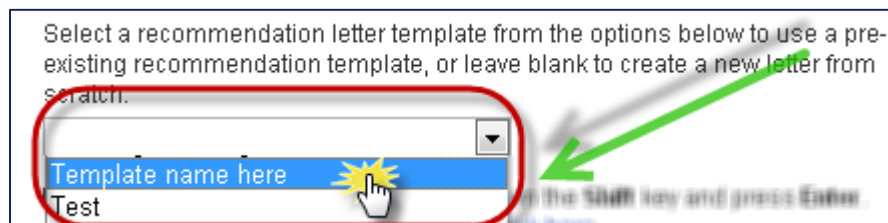
5. Type or copy and paste your letter of recommendation into OSCAR's online editor. When using the online editor, it is helpful to remember these tips:
- To insert a single line break, hold down the **Shift** key and press **Enter**.
 - You cannot insert graphics, institutional letterhead, or signatures when using this online editor.
 - Formatting problems may occur when copying the letter from a word processing program like Microsoft Word or Corel WordPerfect. These documents contain hidden commands for printing, and copying the files also copies these hidden commands. Using the **Paste as Plain Text** tool in the online editor will remove most (but not necessarily all) of the original formatting.
 - By using merge fields, you can customize one letter for multiple recipients. Merge fields will automatically be filled with the data for each judge or staff attorney office receiving the recommendation letter as shown in the figure below. OSCAR automatically includes a salutation block with merge fields for judges or staff attorney offices.

The screenshot shows the OSCAR online editor interface. At the top is a toolbar with various formatting options like bold, italic, underline, text color, and font size. Below the toolbar is a text area containing a recommendation letter template. The letter starts with the address of The George Washington University Law School, followed by the date June 20, 2012. The recipient's name and address are shown as merge fields: [honorable_judgename] and [formatted_address]. A yellow callout box points to these fields, showing the example text: "The Honorable John Doe, 128 Main St., Washington, D.C. 20001". Below the address is the salutation "Dear Judge [judge_name]:", with another yellow callout box showing the example "Dear Judge Doc:". The body of the letter begins with "I understand that John Smith, a member of our class of 2011, has applied for clerkship in your chambers. I am very pleased to write this letter in strong support of his application."

6. Once the letter is complete, click **Upload** to the template and return to the *My Templates* tab, or click **Save** to save your template and continue editing. Saving the template multiple times during the text entry process will ensure that your work is not accidentally lost. To cancel without saving the letter, click **Cancel Changes**.



7. Your template will now be available for use when filling a recommendation request. Once you are on the *Submit Recommendations* tab, select the letter from the *Use Template* drop-down menu. You can alter the letter as you wish and continue submission process.



Contact OSCAR

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8 a.m. – 5 p.m. (ET) Monday – Friday