



Edit a Completed Letter of Recommendation

OSCAR allows recommenders to change or remove recommendation letters they have uploaded, even on applications that are finalized and submitted to the judge or staff attorney office for viewing. The only letters that cannot be changed or removed are those associated with applications to positions that have been filled or expired or with applications that have been withdrawn by the applicant. Letters originally created using the OSCAR online editor can be altered within the OSCAR system while letters submitted as PDF documents cannot. To make changes to a letter submitted as a PDF document, you must upload a replacement.

If you have a number of letters to edit, you can also delete the completed recommendation letters in a batch process. This returns them to the Fill Recommendation Requests tab as "Pending" requests. You can fill the newly pending requests with a modified letter.

1. Place your mouse over **View Completed Recommendations** in the main navigation bar and click on **Clerkship Recommendations** or **Staff Attorney Recommendations** in the menu that appears.

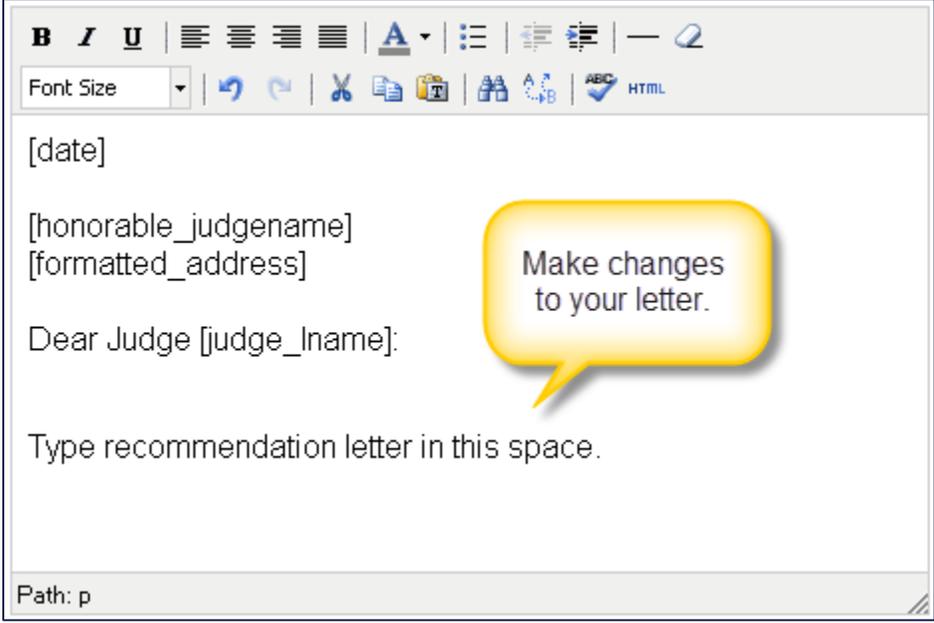


2. Scroll to the bottom of the screen to see the list of recommendation letters you have submitted. Remember that there are separate tabs for clerkship and staff attorney recommendations. **Note:** If a lock icon (🔒) appears in the *Edit/Delete* column, it indicates that the recommendation letter is part of an application packet to a filled or expired position and cannot be edited or deleted.

| Batch Options | | | |
|---|-------------|-------------|------------|
| <input type="button" value="Delete Recommendations"/> | | | |
| <input type="checkbox"/> | Edit/Delete | Last Name ▼ | First Name |
| <input type="checkbox"/> | 🔒 | Aardvark | Ivan |
| <input type="checkbox"/> | 🗑️ | Aardvark | Ivan |
| <input type="checkbox"/> | 🔒 | Silver | Sara |

You can sort this list in ascending or descending order by any category heading with the symbol (i.e., Last Name, JD/LLB From, Judge, and Last Updated). You can also search the list by applicant name or email address using the *Recommendations Search* feature.

3. To edit or replace a complete recommendation letter, click the  icon for the letter you wish to edit.
4. OSCAR will display the *Review/Edit Recommendation* screen.
 - For letters created in the online editor, scroll down and make your changes.



- For PDF letters, click **Browse** and select the new document.

Arnold/Arnoldark_LOR.pdf (application/pdf)'. A 'Browse...' button is highlighted with a red arrow, and the text 'No file selected.' is displayed next to it." data-bbox="185 611 811 871"/>

- Once you have completed your changes, click the **Next** button to continue.



Recommendation for Ivan Aardvark

▶ Next × Cancel

Recommendation*: Choose recomm

- OSCAR returns you to the final step for filling the recommendation request, where you can preview the letter and submit the recommendation.



Core

6 Confirm recommendation

Typed-In Letter:

- To make changes to your letter, click **Edit Recommendation** to return to the previous screen. Otherwise, click **Submit Recommendation** to finalize the process.



Attach to Applications:

Judge PICK ME Oscarsyte (United States Court of Appeals)

Judge PICK ME Oscarsyte (United States Court of Appeals)

▶ Submit Recommendation Edit Recommendation



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