



Enter a Letter of Recommendation Using a Template You Created in OSCAR

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 craft a generic letter that OSCAR will automatically customize with the name and address information of any judges or staff attorney offices to whom it is sent. 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 judge to whom the letter is directed.

1. On the *Home* tab under the *Your Recommendation Requests* heading, OSCAR displays a gray box showing your total recommendation requests for clerkships and staff attorney positions. Click the **Fill Clerkship Recommendations** or **Fill Staff Attorney Recommendations** button to continue. **Note:** You can also go to *Fill Recommendation Requests* tab on the main navigation menu.

Your Recommendation Requests

You can receive recommendation requests for both judicial clerkship positions and staff attorney positions. Each type of request must be filled separately. Your pending requests are listed below.

You have 62 total recommendation requests to fill.

Clerkship Requests:	55	▶ Fill Clerkship Recommendations
Staff Attorney Requests:	7	▶ Fill Staff Attorney Recommendations

2. OSCAR displays the *Clerkship Recommendations* or *Staff Attorney Recommendations* sub-tab. Scroll down to view the list of applicants requesting letters of recommendation.

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Villa	Bob	Harvard Law School

Items 1-10 of 10

3. Click the **last name** of the person requesting the letter.

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Account	Test	Hofstra University School of Law
Applicant	Test	Harvard Law School
Applicant	Test	Yale Law School

4. OSCAR displays the screen to build your recommendation letter. Scroll down to step 1—Choose Applications—to select the judges or staff attorney offices to receive the letter. Select the recipients by clicking the checkboxes next to their names or choosing **Select First 50** to select up to the first 50 judges/staff attorney offices.

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

Clear Selections

Select First 50

Oscarsyte, Judge PICK ME (United States Court of Appeals)

5. Scroll down to step 2—Recommendation Type—and select *Online Editor*. OSCAR refreshes to display steps 3 through 5.

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.

online editor .pdf file

6. In step 3 (optional), you can select a letter template you previously created. For more information on creating templates, please see [Create a Recommendation Letter Template for Later Use](#).

Select a recommendation letter template from the options below to use a pre-existing recommendation template, or leave blank to create a new letter from scratch.

Template name here

Test

Press the Shift key and press Enter.

7. If you wish to modify the content of the template and save the template under another name, change the label displayed in step 4—Save Current Template. After you make your changes in the online editor, click **Save Template**.

If you enter a label for this recommendation here, it will be saved to your "My Templates" tab and you may choose to use it for future recommendations. If you do not want to save this recommendation, leave this field blank. You may also save your template without submitting your recommendation by using the "Save Template" button to the right of the Label input field. If you change the label of a saved template, the template will be saved as a new template.

Note: When entering a recommendation, it is recommended that you save often. You must enter a label to save a template.

Template Name Save Template

8. Scroll down to step 5—Edit Recommendation—where OSCAR displays the template you have selected in the online editor. You can make any changes to the letter here. 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. Click the *Paste as Plain Text* icon in the online editor to remove most (but not necessarily all) of the original formatting.
 - By using merge fields, you can customize one letter for multiple recipients. OSCAR displays a list of merge fields on the right side of the screen. 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. If you do not wish to use the merge fields included in the online editor box, you may copy and paste any of the fields listed in *Applicant* or *Judge* headings of the *Merge Fields* box to create your letter.

The screenshot shows the OSCAR online editor interface. At the top is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, indent, link, unlink, insert image, insert table, insert video, insert audio, and a dropdown menu for 'HTML'. Below the toolbar is a text area containing the following content:

The George Washington University Law School
2000 H. Street, N.W.
Washington, D.C. 20052

June 20, 2012

[honorable_judgename]
[formatted_address]

Dear Judge [judge_name]:

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.

A yellow callout box points to the merge fields and contains the following text:

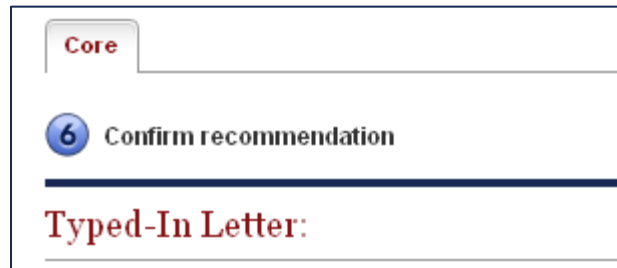
The Honorable John Doe
123 Main St.
Washington, D.C. 20001

Dear Judge Doc:

9. When you have completed typing or copying in your letter, click **Next** to continue.



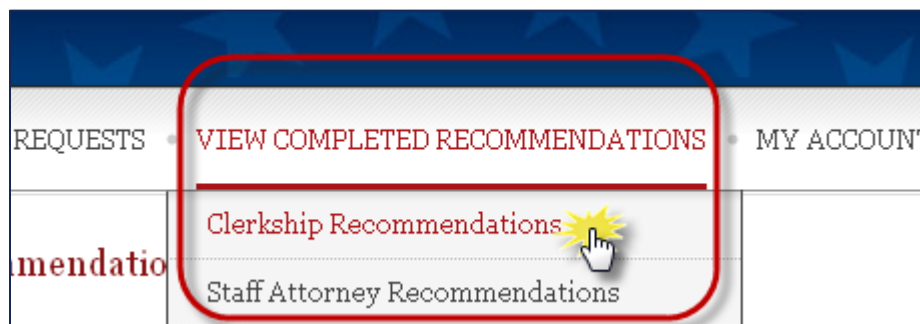
10. OSCAR displays step 6—Confirm Recommendation. You can review your typed-in letter, and you can preview your letter as a PDF file, which is how it will be seen by a judge or staff attorney office. To do this, click the PDF icon next to a judge's or staff attorney office's name in the list under *Attach to Applications*.



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



12. To ensure the requests have been submitted, place your mouse over the **View Completed Recommendations** tab in the main navigation bar and click on **Clerkship Recommendations** or **Staff Attorney Recommendations** in the menu that appears.



13. The *View Completed Recommendations* screen displays all requests that have been filled. If you would like to preview a letter that was uploaded, click on the small PDF icon in the *Preview* column, located on the far right side of the screen.

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Judge	Last Updated	Preview
Oscarsyte, Judge PICK ME	Jun 08, 2012 11:44 am	

Jump 1 | Next >



Contact OSCAR

oscar-support@ao.uscourts.gov

www.oscar.uscourts.gov

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday