Upload a Letter of Recommendation from a PDF File

OSCAR provides you with two methods for submitting letters of recommendation: using OSCAR's online editor or uploading a pre-written letter in PDF format. When uploading a PDF letter, the exact file you upload will be transmitted to every judge or staff attorney office you select to receive it. If you wish to send an identical "to whom it may concern" letter to every recipient, this feature is perfect for that. If you want to personalize the letters at all (including each judge's or staff attorney office's name, for example), you should either submit the letters using the online editor or create individualized PDF letters for each recipient (each with its own filename) and attach the individual documents to specific applications.

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.

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

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

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.

5. Scroll down to step 2—Recommendation Type—and select **.PDF File**. OSCAR displays step 3.

6. Step 3—Select PDF File to Upload—displays a file box to browse your computer's local or network drives and select the file you would like to upload. OSCAR will display the file path in the *Browse* field after you select the file. Click **Next** to continue.

7. OSCAR displays step 4—Confirm Recommendation—showing a final submission screen with your uploaded file. To preview your recommendation letter exactly as a judge or staff attorney office will see it, click the PDF icon or document name in the list under *Uploaded File*. You will also see the name(s) of the judge(s) or staff attorney offices you designated to receive the letter.

8. Select Yes or No for *Automatic Attach to New Recommendations*. **Yes** allows OSCAR to append the recommendation letter to new applications when that applicant generates new recommendation requests. Choose an *Expire Date* for automatic attachment or set the letter to *Never Expire*. **Note:** You can change this selection on the Fill Recommendation Requests tab at any time after you submit the letter of recommendation.


9. To make changes, click **Edit Recommendation** to the previous screen, where you can upload a modified file. Letters uploaded from an existing PDF file cannot be edited in OSCAR. If there is a problem with the PDF letter, fix the letter in its original software program and upload it again. If you are satisfied with your letter, click **Submit Recommendation** to finalize the process. **Note:** Once you click **Submit Recommendation**, the letter cannot be edited, withdrawn, or deleted if the application has already been released to the judge.
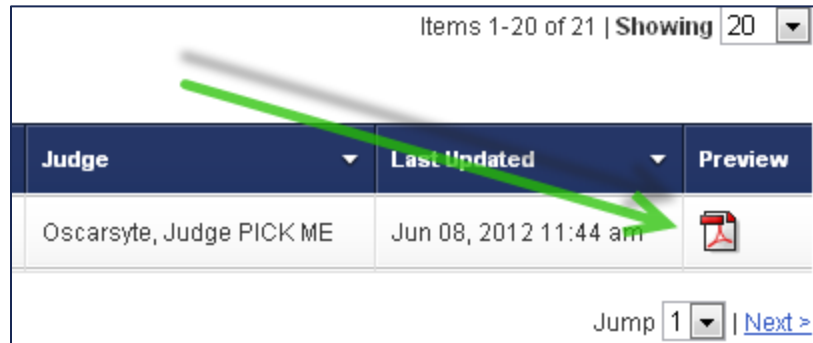
10. To ensure the requests have been submitted, place your mouse over the **View Completed Recommendations** tab in the main navigation bar and click on **Clerkship Recommendations** or **Staff Attorney Recommendations** in the menu that appears.
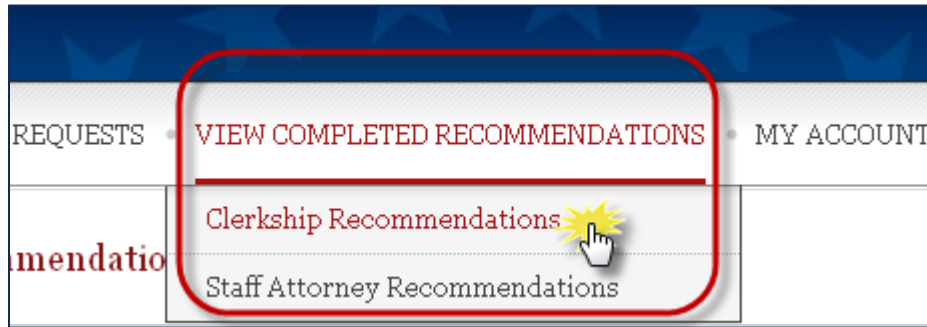
11. The *View Completed Recommendations* screen displays all requests that have been filled. If you would like to preview a letter that was uploaded, click on the small PDF icon in the *Preview* column, located on the far right side of the screen.