



## Delete a Recommendation Letter

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those associated with applications to positions that have been filled or expired or with applications that have been withdrawn by the applicant.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.

**Note:** It is not necessary to delete a letter in order to upload a new PDF document. OSCAR allows you to do this when editing a completed letter. If you choose to delete the letter, it will revert to "pending" status, which will also allow you to upload a new letter of recommendation.

### Delete a Single Recommendation 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="text" value="Delete Recommendations"/>			
	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. Locate the letter that you wish to delete. **Note:** You may wish to review the letter's contents before deleting. To do so, click the  icon in the *Preview* column.

Items 1-20 of 21 | Showing 20

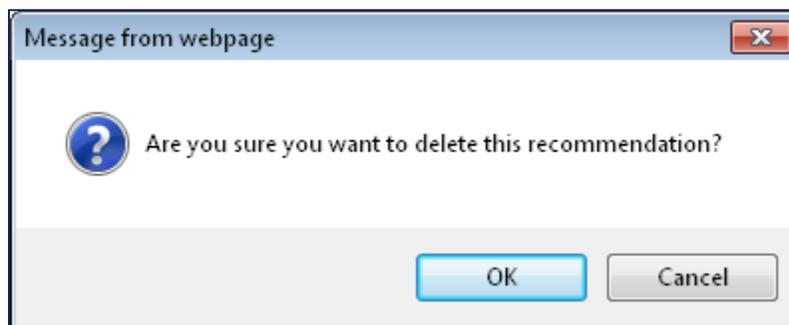
Judge	Last Updated	Preview
Oscarsyte, Judge PICK ME	Jun 08, 2012 11:44 am	

Jump 1 | Next >

4. Click  to delete the letter.

	Edit/Delete	Last Name	First Name	JD/LLB From	Judge
<input type="checkbox"/>		Aardvark	Ivan	Hofstra University School of Law	Acke
<input type="checkbox"/>		Aardvark	Ivan	Hofstra University School of Law	Alsu
<input type="checkbox"/>		Aardvark	Ivan	Hofstra University School of Law	Osc

5. OSCAR will prompt you with a pop-up warning asking, "Are you sure you want to delete this recommendation?" Click **OK** to continue.



6. The recommendation requests will return to active status and show as "pending" under the *Fill Recommendation Requests* tab. To fill the requests with a replacement letter, go to the *Fill Recommendation Requests* tab and click on the applicant's **last name**. Follow the exact same process as when initially submitting the letter.

Last Name	First Name	JD/LLB From
<a href="#">Aardvark</a>	Ivan	Hofstra University School of Law
<a href="#">Villa</a>	Bob	Harvard Law School

Items 1-10 of 10

## Delete Multiple Recommendation Letters using Batch Options

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.

OSCAR provides a batch process to delete multiple recommendation letters. If you would like to change multiple letters in a single process, rather than individually editing letters, it is more efficient to delete the letters, which will cause the recommendation requests to revert to "pending" status. Once this occurs, you can submit fill the recommendation requests with the replacement 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**

Delete Recommendations

	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. Locate the letters that you wish to delete. **Note:** You may wish to review a letter's contents before deleting. To do so, click the icon in the *Preview* column.

Items 1-20 of 21 | Showing 20

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

Jump 1 | Next >

4. Click the check boxes for the recommendations you wish to delete, and select **Delete Recommendations** from the *Batch Options* menu.

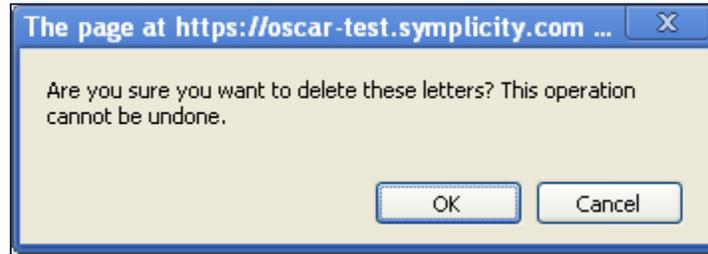
**Batch Options** (1 items selected)

Delete Recommendations

	Edit/Delete	Last Name	First Name
<input type="checkbox"/>		Aardvark	Ivan
<input checked="" type="checkbox"/>		Aardvark	Ivan

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- OSCAR will prompt you with a pop-up warning asking, "Are you sure you want to delete these letters? This operation cannot be undone." Click **OK** to continue.



- The recommendation requests will return to active status and show as "pending" under the *Fill Recommendation Requests* tab. To fill the requests with a replacement letter, go to the *Fill Recommendation Requests* tab and click on the applicant's **last name**. Follow the exact same process as when initially submitting the letter.

Last Name	First Name	JD/LLB From
<a href="#">Aardvark</a>	Ivan	Hofstra University School of Law
<a href="#">Villa</a>	Bob	Harvard Law School

Items 1-10 of 10



### Contact OSCAR

[oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

[www.oscar.uscourts.gov](http://www.oscar.uscourts.gov)

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday