



To Connect Audio:
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System Archiving

(for Staff Attorney Offices)

OSCAR

Online System for Clerkship
Application and Review



UNITED STATES COURTS

September 2018

Administrative Office of the United States Courts

Instructors

- Primary Instructor: Kevin Tsan
- Back-up Instructor: Derek Rebeck



Housekeeping Rules

- Mute phone when in listening mode
- Use the WebEx “Hand” tool to raise your hand to ask questions
- Use the WebEx “Chat” feature to post questions

Objectives

- Describe system archiving and its benefits
- Explain the impact on staff attorney offices
- Review the system archiving timeline
- Retain your information

What is System Archiving?

The OSCAR Program Office performs system archiving once a year. The purpose of system archiving is to purge outdated accounts, positions, documents, and applications to prepare for the next hiring season. Please note that OSCAR is not a document repository. We have over 50,000 users, so archiving helps the site run more efficiently.



System Archiving 101

- Storage in OSCAR is reserved for accounts and documents
- Annual emails are sent to every OSCAR account holder providing information regarding the archiving process, events, and timeline
- Specific instructions are emailed to staff attorney offices

Archiving Impact



Staff Attorney Offices Will Lose...

- Applications from 2016-2017
- Positions filled/expired as of June 30, 2018
- Count of applications submitted to HR office

Understanding Archiving Jargon

Delete



**Prior year archived
data is purged**



Cannot be restored



vs.

Archive



**Accounts, positions,
applications, and
report data are
moved to archive tab**



Can be restored



Archiving Timeline

What Does the Administrative Office Do?

- Begin preparations for system archiving

October 17



- Send emails to staff attorney offices

October 25



What Can You Do?

OSCAR account user:
keep your eye out for
notification emails and
communication from
OSCAR Program
Office.

What Does the Administrative Office Do?

What Can You Do?



November 26

Staff attorney offices make sure to download 2016 to 2017 archived applications and applicant information for your records prior to this date.



- Delete all currently archived accounts (accounts were archived during last year's system archiving)
- Delete all currently archived applications from 2016 to 2017 hiring season (these are applications submitted over two years ago)

What Does the Administrative Office Do?

- Delete unused applicant accounts (accounts without documents or application materials associated with them)
- Delete unused recommender accounts (accounts without any recommendation letters associated with them)
- Archive clerkship positions filled/expired as of June 30, 2018
- Archive applications associated with positions filled/expired as of June 30, 2018

November 30



December 10

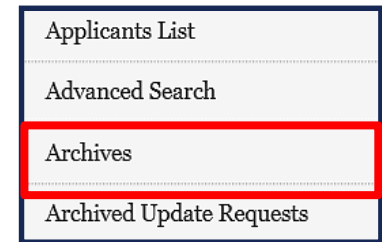
What Can You Do?

Staff attorney offices download applications submitted to posted positions for your records prior to this date.

Staff attorney offices download 2018 filled/expired positions for your records prior to this date.

Saving List of Outdated Applications

- To save a list of outdated applications from 2016 and 2017:
 - Navigate to the Applicants menu and select **Archives**.
 - Sort the column **Submitted On** to filter by year (Optional).
 - Select an individual applicant or use selector column **+** to select all.
 - Click **View Printable List**.
 - Click **File, Save As...**, or **Print**.



Batch Options (9 items selected) Items 1-14 of 14 | Showing 20

Mail Generate Packet View Printable List

<input type="checkbox"/>	Applicant Name	Documents	JDL/LLB From	Class Rank	Clerkship Type	Clerkship	Submitted On	Last Updated
<input checked="" type="checkbox"/>	VA, A		Other	30%	Term Law Clerk-Chambers	Sep 1, 2019 (1 Year)	May 28, 2015 4:57 pm	
<input checked="" type="checkbox"/>	Hanks, Tom		The George Washington University Law School	Student is not ranked	Death Penalty Law Clerk	Jan 1, 2016 (1 Year)	Jul 22, 2015 4:23 pm	Jul 22, 2015 4:25 pm
<input checked="" type="checkbox"/>	Milic, Jasmina		Thomas M. Cooley Law School	Not yet ranked	Career Law Clerk-Chambers	Sep 1, 2016 (Permanent)	Aug 16, 2015 3:56 pm	Aug 24, 2015 2:53 pm
<input checked="" type="checkbox"/>	Smarts, Nia		Other	5%	Career Law Clerk-Chambers	Sep 1, 2017 (Permanent)	Sep 08, 2015 12:40 pm	Sep 08, 2015 12:42 pm
<input checked="" type="checkbox"/>	Smarts, Nia		Other	5%	Death Penalty Law Clerk	Jan 1, 2016 (1 Year)	Oct 01, 2015 4:44 pm	Oct 01, 2015 4:47 pm
<input checked="" type="checkbox"/>	Rosenberg, Talia		The George Washington University Law School	Student is not ranked	Term Law Clerk-Chambers	Sep 1, 2016 (1 Year)	Mar 22, 2016 1:50 pm	
<input checked="" type="checkbox"/>	Shloush, Abigail		The George Washington University Law School	Student is not ranked	Term Law Clerk-Chambers	Sep 1, 2016 (1 Year)	May 03, 2016 11:15 pm	May 04, 2016 1:57 am
<input checked="" type="checkbox"/>	Moss, Samuel		Georgetown University Law Center	School does not rank	Term Law Clerk-Chambers	Sep 1, 2016 (1 Year)	May 09, 2016 7:01 pm	May 12, 2016 12:18 pm
<input checked="" type="checkbox"/>	Moss, Samuel		Georgetown University Law Center	School does not rank	Term Law Clerk-Chambers	Sep 1, 2016 (2 Years)	May 09, 2016 7:02 pm	May 12, 2016 12:18 pm

Retaining Applications

- To generate and retain a packet of applications:
 - Navigate to **Applicants** and click **Applicants List**.
 - Check the box next to each applicant(s) on the selector column and click on **Generate Packet** in the batch options menu.



The screenshot shows the 'Batch Options' menu for 4 items. The 'Generate Packet' option is highlighted in a red box. Below the menu, there is a table with columns for 'Applicant Name', 'Documents', 'Term Start Date', and 'JD. Frc'.

	Applicant Name	Documents	Term Start Date	JD. Frc
<input checked="" type="checkbox"/>	Aardvark, Aaron		Sep 01, 2018	Ott
<input checked="" type="checkbox"/>	Aardvark, Apple		Sep 01, 2018	Ott

Retaining Applications

- OSCAR displays the **Publication Requests** screen under the **Printable Application Packets** tab.
- Make your desired selections, enter a name for the packet, and click **submit request**.
- The packet is ready for download when the system sends out a notification email. The downloadable packet expires within 7 days.

Applicants List Advanced Search Search Results **Printable Application Packets**

Publication Requests

Publication Request
4 applications selected.
Selecting the 'submit request' button below will queue a
Enter an optional name for this publication:

Include **resumes** in the packet?
 Yes No

Include **cover letters**?
 Yes No

Include **law grade sheets**?
 Yes No

Include **undergrad grade sheets**?
 Yes No

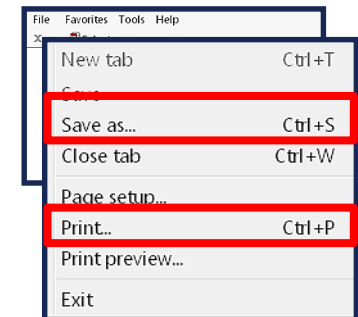
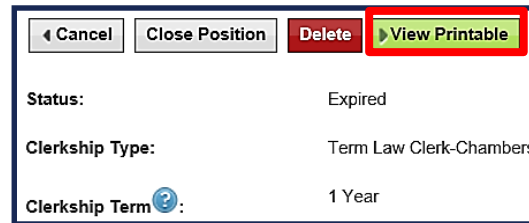
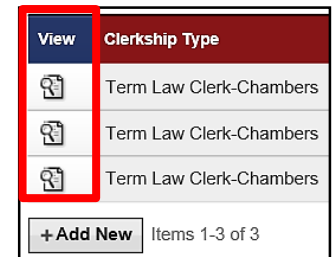
Include **other grade sheets**?
 Yes No

Include **writing samples**?
 Yes No

Include **recommendations**?
 Yes No

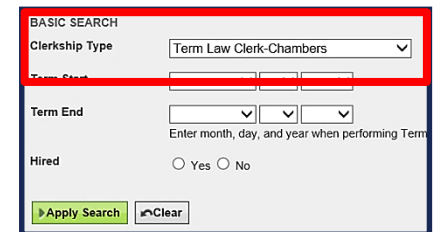
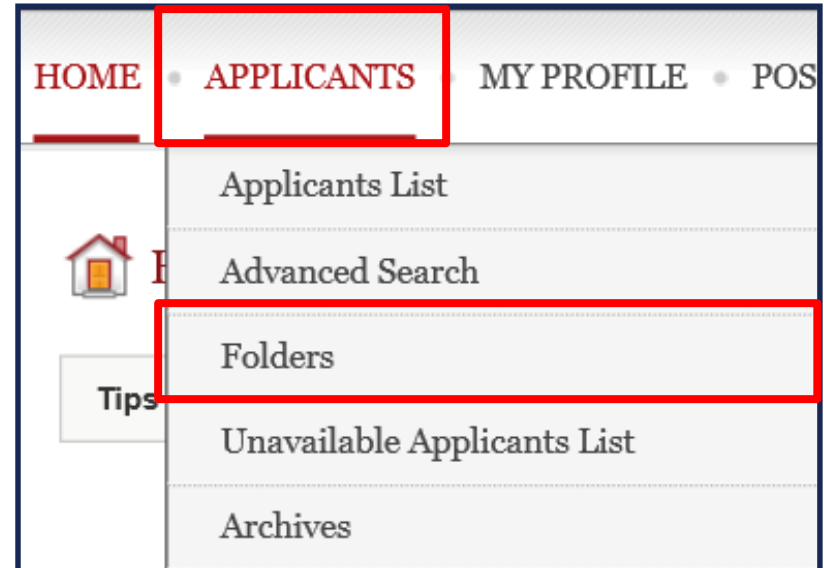
Retaining a Copy of Filled/Expired Position

- To download or print the details of a filled/expired position:
 - Select **Positions** on the OSCAR main menu.
 - Click the **View** icon in the View column.
 - Select **View Printable** button.
 - Position details display on a web browser window.
 - Navigate to **File** on the menu bar and select **Save as...** or **Print**.



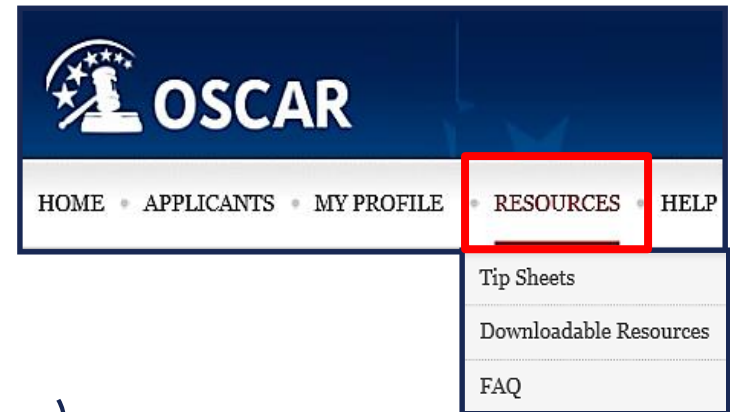
Retaining Applications Count

- To count the number of applications that are applied to a position:
 - Navigate to **Applicants** on the main menu and select **Folders**.
 - Perform a basic position clerkship type in the **All Applicants** folder and **Deleted Applicants** folder under System Folders to attain the total number of applications.



For More Information

- To locate additional information:
 - On the OSCAR homepage, select **Resources** tab.
 - Tip Sheets
 - Downloadable Resources
 - FAQs (Frequently Asked Questions)
- [Judge Resources Spark Page](#)
- [One-one-One Training](#)
- OSCAR Program Office
 - Phone: 1-866-666-2120 (toll free)
 - Email: oscar-support@ao.uscourts.gov



Feedback

- Please provide feedback for this course in the link below

<https://www.surveymonkey.com/r/OSCARTrainingFeedback>



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