



Upload a Letter of Recommendation

Applicants for judicial clerkships and staff attorney positions often ask persons other than law school faculty to provide letters of recommendation. If you have received an Evite to establish an OSCAR account as a recommender, you can use OSCAR to upload your letter(s).

OSCAR provides two methods for submitting recommendation letters: using OSCAR's online editor or uploading a pre-written letter in PDF format. If you are a non-faculty recommender, the PDF method is recommended. 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. If you want to personalize the letters at all (including each judge's or staff attorney office's name, for example), you should create individualized PDF letters for each recipient (each with its own filename) and attach the individual documents to specific applications.

Once you have established your OSCAR account and logged on, take the following steps to upload a PDF letter:

1. On the *Home* tab under the *Your Recommendation Requests* heading, OSCAR displays a gray box showing your total recommendation requests for clerkships and/or 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

OSCAR displays the *Clerkship Recommendations* or *Staff Attorney Recommendations* sub-tab.

2. Scroll down to see the list of applicants requesting letters of recommendation.
3. Click the **last name** of the person requesting the letter.

Last Name	First Name	JD/LLB From
Ramirez	Joseph	UNT Dallas College of Law

Items 1-1 of 1

OSCAR displays the screen you will use to build your recommendation letter.

4. 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 **.pdf file**.

2 Recommendation Type*: 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. Click **Next**. OSCAR displays step 3.

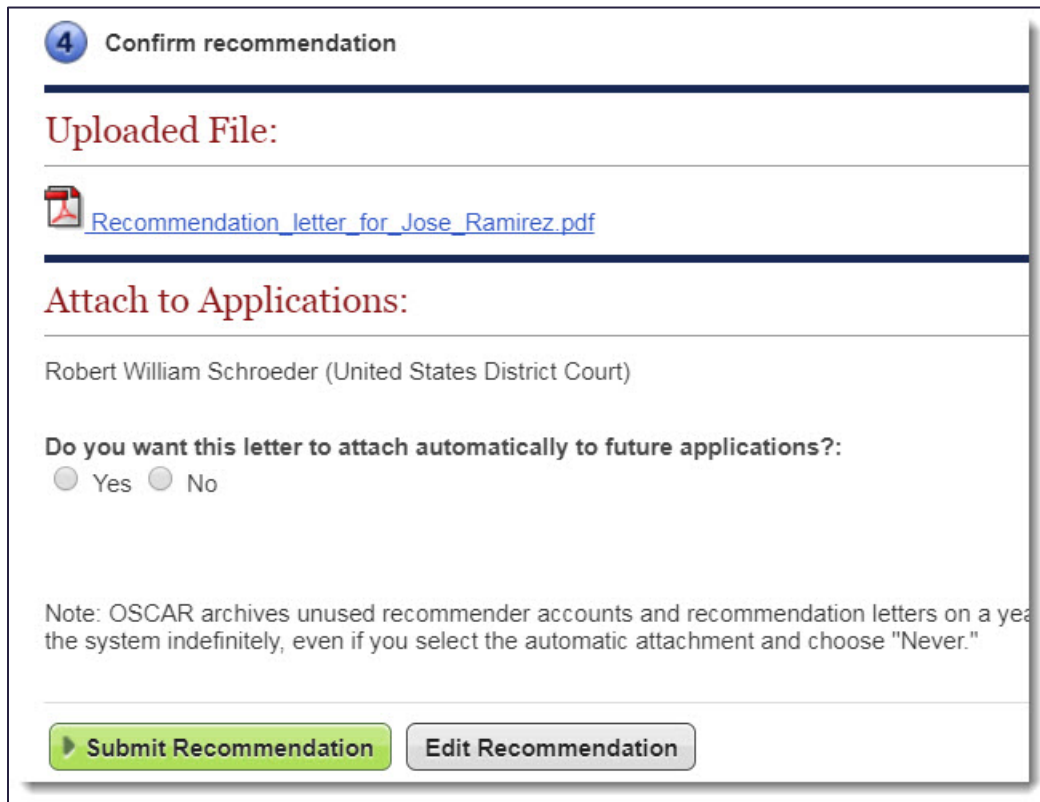
3 Select PDF File to Upload: Maximum File Size: 300 KB

File:

Please select your document to upload.


No file chosen

7. Click **Choose File**, browse to and choose the PDF you want to upload, and then click **Next**. OSCAR displays step 4—Confirm Recommendation—showing a final submission screen with your uploaded file.



4 Confirm recommendation

Uploaded File:

 [Recommendation_letter_for_Jose_Ramirez.pdf](#)

Attach to Applications:

Robert William Schroeder (United States District Court)

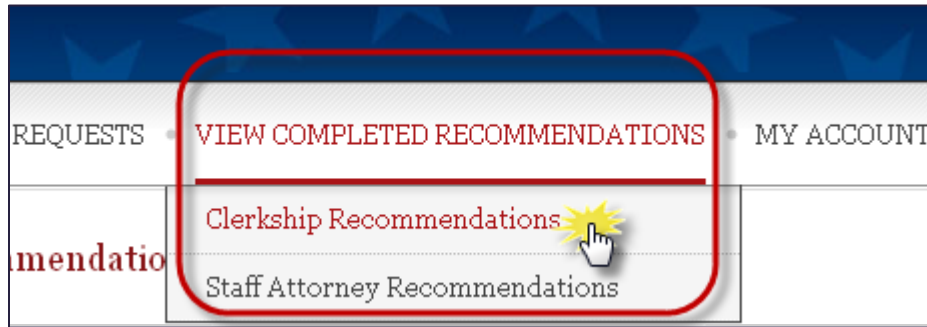
Do you want this letter to attach automatically to future applications?:

Yes No

Note: OSCAR archives unused recommender accounts and recommendation letters on a year basis, even if you select the automatic attachment and choose "Never."

8. To preview your recommendation letter exactly as a judge or staff attorney office will see it, click the 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.
9. Select **Yes** or **No** for *Do you want this letter to attach automatically...* **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 any time after you submit the letter of recommendation.
10. Click **Edit Recommendation** if you want to upload a different file or a modified version of the same 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.

11. 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.



12. 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.



Contact OSCAR

oscar-support@ao.uscourts.gov

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday