OSCAR
Online System for Clerkship Application and Review

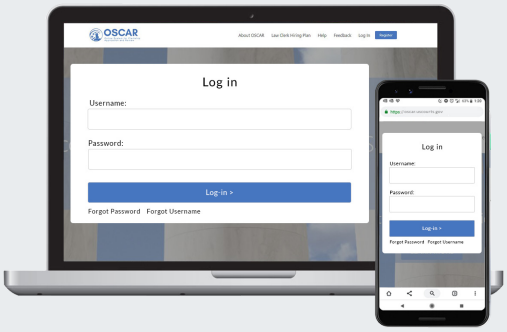
Quick Reference Guide
Applicants

This Quick Reference Guide will help get you started in OSCAR, including navigating and managing your:

- Home Page
- Profile
- Application Documents
- Recommendations
- Applications

Visit **https://oscar.uscourts.gov/help** for more detailed instructions on using OSCAR.

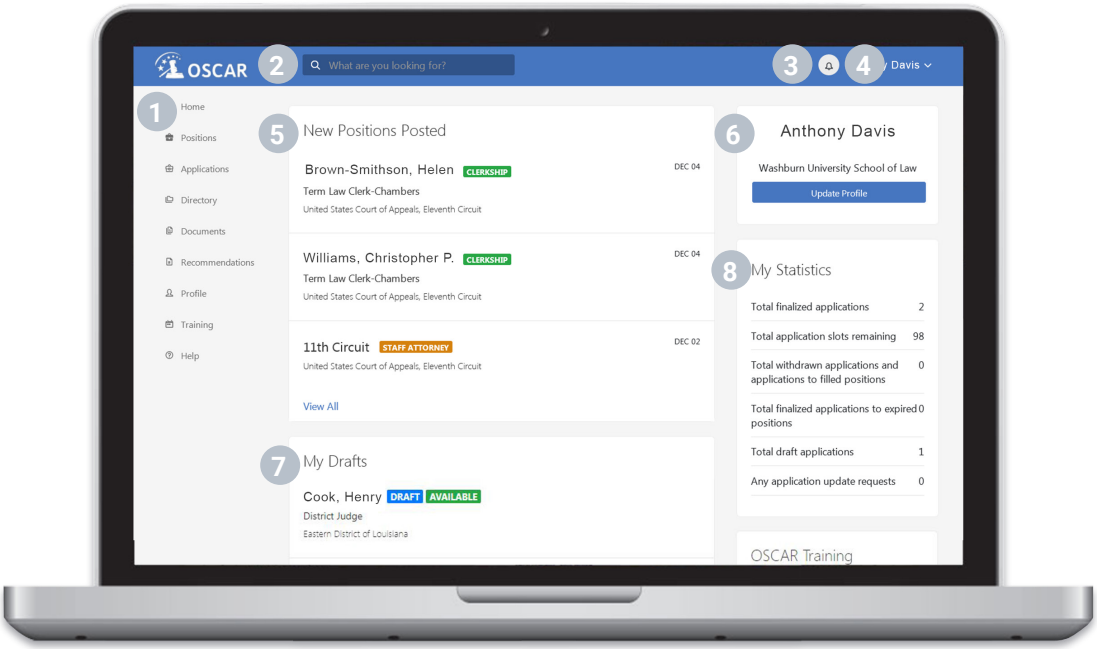
If you do not already have an OSCAR account, you can register on the OSCAR website (**https://oscar.uscourts.gov/register**).



https://oscar.uscourts.gov

Your Home Page

From your account home page, you'll find quick and easy access to anything you need in OSCAR.



1. **Left Navigation:** Access your home page, positions, applications, directory, documents, recommendations, profile, training, and help.
2. **Search Box:** Search for content across the site. Type in your criteria and press "Enter" to search.
3. **Notifications:** System notifications such as document update requests display here.
4. **User Dropdown:** Quick access to your profile and account, law school, history, and preferences.
5. **New Positions Posted:** A quick view of new clerkship and staff attorney positions posted in OSCAR.
6. **User Information:** A summary of your account and general information. You can also update your profile from here.
7. **My Drafts:** A quick view of your most recent draft applications.
8. **OSCAR Statistics:** A view of your OSCAR application data, including finalized applications, application slots remaining, and more.

Profile

Update Your Profile

1. Click **Profile** > **My Profile**.
2. Click **Edit Profile**.
3. Complete all fields.
4. Read the **Verification of Data** field and select **Yes**.
5. Click **Update Profile**.

Change Your Password

1. Click **Profile** > **My Account**.
2. Enter and verify your new password.
3. Click **Change Password**.

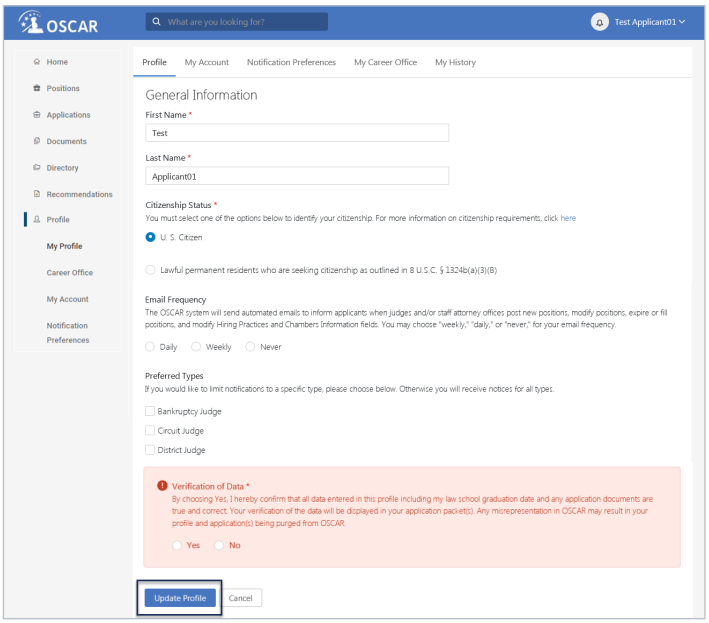
Manage Email Notification Preferences

1. Click **Profile** > **My Profile**.
2. Click **Edit Profile**.
3. Under **Email Frequency**, make your selection.
4. Click **Update Profile**.

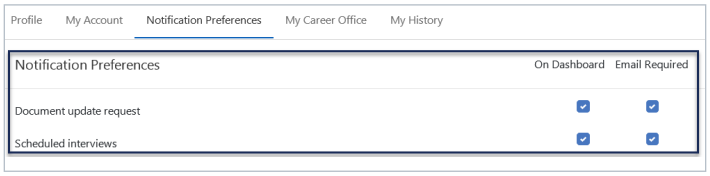
Manage System Notification Preferences

1. Click **Profile** > **Notification Preferences.**
2. Use the check boxes to make your selections.

Note: *OSCAR will automatically save your preferences.*



Update your applicant profile.



Manage your system notifications.

Application Documents

Upload Documents as PDF/Word Files

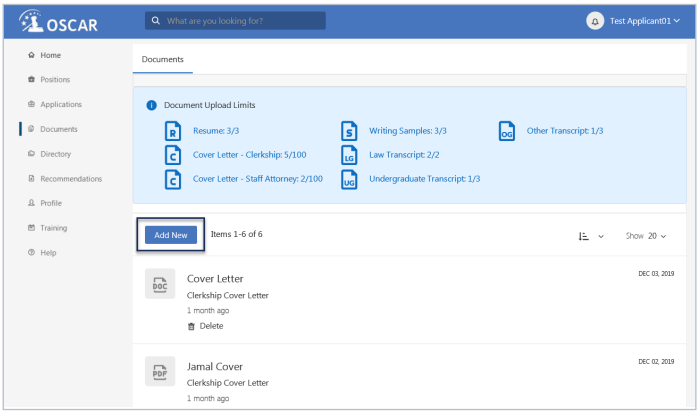
1. Click **Documents**.
2. Click **Add New**.
3. Select your **Document Type**, enter a **Document Label**, and upload your document. To make it your default document, check the **Default** box.
4. Click **Upload**.

Update Documents

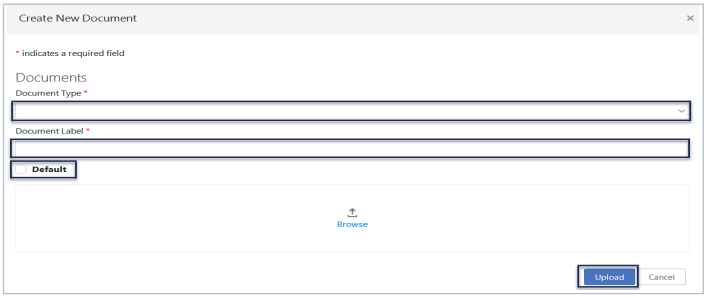
1. Click **Documents**.
2. Click the name of the document.
3. Edit the document fields and/or replace the file.
4. Click **Upload** when complete.

Create a Cover Letter Using the Online Editor

1. Click **Documents**.
2. Click **Add New**.
3. Under **Document Type**, select **Clerkship Cover Letter** or **Staff Attorney Cover Letter**.
4. Select **Online Editor**.
5. Create your cover letter using the online editor fields.
6. Click **Upload**.



Add new documents.



Select a document type and label for your new document.

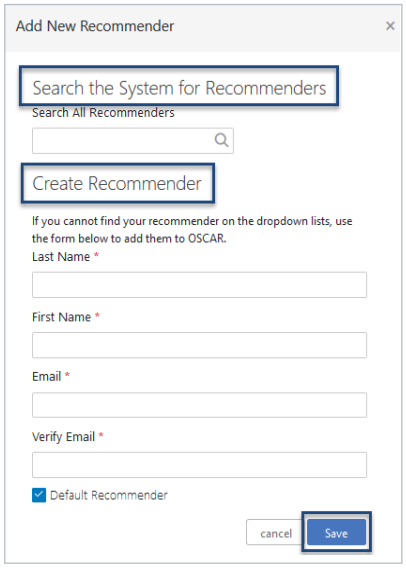
Application Document Requirements

- Applicants must upload or create the required documents in OSCAR prior to submission of applications.
- All documents uploaded to OSCAR must be in PDF or Word format and less than 1 MB in size.
- OSCAR restricts the total number of documents you can have uploaded at one time. Restrictions vary by document type and are listed in your Documents tab.

Recommendations

Add a Recommender

1. Click **Recommendations** > **Choose My Recommenders.**
2. Click **Add Recommender.**
3. Search the system or create a new recommender.
4. Click **Save.**



Add a recommender from the system or create a new recommender.

Delete a Recommender

1. Click **Recommendations** > **Choose My Recommenders.**
2. Scroll down to **My Current Recommenders.**
3. Locate the recommender(s) and click **Delete.**

Change Your Default Recommenders

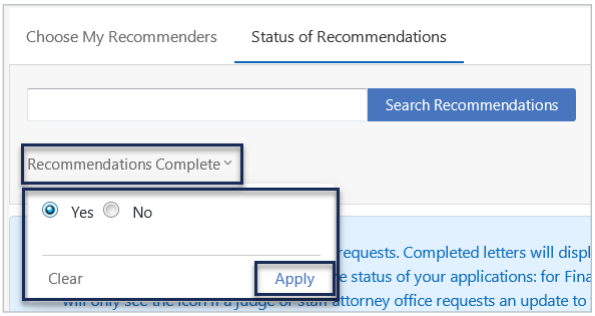
1. Click **Recommendations** > **Choose My Recommenders.**
2. Scroll down to **My Current Recommenders.**
3. Select recommender(s) using the check boxes and click **Batch Options** > **Set as Default Recommender** or **Unset as Default Recommender.**

Request Letters of Recommendations

OSCAR automatically sends recommendation requests to the accounts of the recommenders you selected when you create a draft application.

Check the Status of Recommendations

1. Click **Recommenders** > **Status of Recommendations.**
2. Find the recommender and locate the icons in the status column. A checkmark icon next to the application status icon will indicate that the recommendation has been completed.
3. You can also use the **Recommendations Complete** dropdown at the top of the page to filter your recommendations. Select **Yes** or **No**, then click **Apply**, to filter your recommendations.



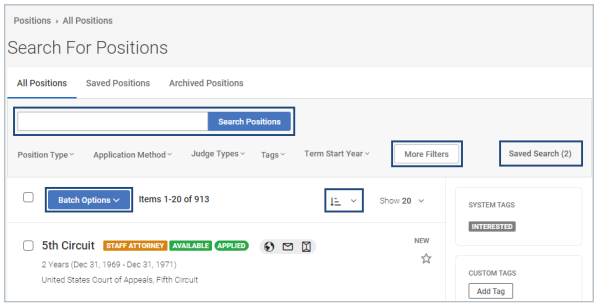
Check the status of your recommendation requests.

Applications

Search for Positions

1. Click **Positions** > **All Positions**.
2. Use the search box and filters to select your search criteria and click **Search Positions**.
3. Click **More Filters** to further refine your search.

Note: *Click the* *icon at the top of the positions list to sort your positions list. Click* ***Batch Options*** > ***Tag As*** *to tag positions.*



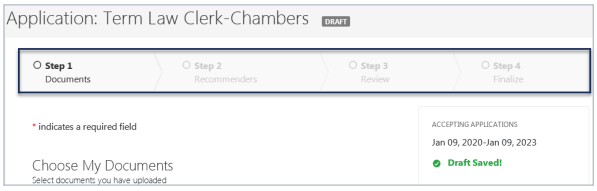
Search for positions using key words and filters, sort your positions, tag positions, and save your searches for reuse.

Save a Search

1. Click **Positions** > **All Positions**.
2. Enter your search criteria and click **+ Create Saved Search**.
3. OSCAR will save your search criteria for future use.
4. To access your saved searches, click **Saved Search**.

View and Apply to a Position

1. Click **Positions** > **All Positions**.
2. Click the name of the judge or circuit to view the position.
3. Review the details on the position page.
4. To apply, click the **Apply Online** button on the right side.
5. OSCAR will open a draft application.
6. Complete the 4-step process.

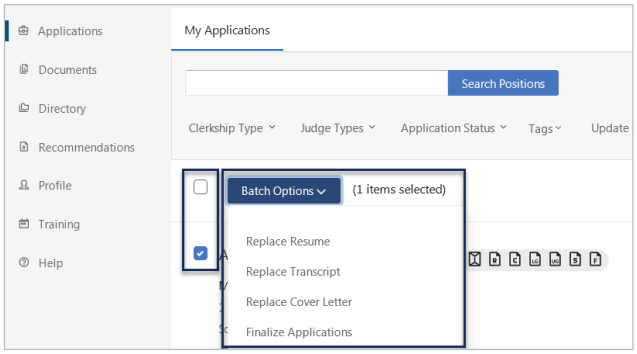


Complete the 4-step process to apply to a position.

Applications *(Continued)*

View and Edit Your Applications

1. Click **Applications**.
2. To edit an application, click **Edit**.
3. Make your edits and click **Update Application**.
4. To update application documents, select the application(s) using the check boxes, then click **Batch Options** and select the document to replace.
5. To withdraw an application, click **Withdraw**, then click **OK** in the pop-up warning.



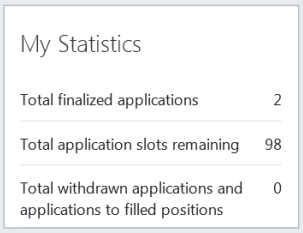
Make edits to your applications from the Batch Options dropdown.

Track Your Application Totals

OSCAR limits the number of clerkship applications you can submit at one time. While you can have as many draft applications as you want, you can only have **100 finalized applications to chambers law clerk positions** at one time. ***Note:*** *This limit does not apply to staff attorney positions or pro se, death penalty, and bankruptcy appellate panel law clerk positions.*

To help track this, OSCAR provides a count of your total number of applications you submit. You can reclaim application slots by deleting applications. If you submitted an application to a position that is marked filled, the application slot will return to you. If a position expires, you will receive the application slot back after 30 days.

To view your application totals, see **My Statistics** on the right side of your home page.



View your application totals from your home page.

More Information

Help

The OSCAR help section (**https://oscar.uscourts.gov/help**) contains help articles with step-by-step instructions. Use the index and search bar to find instructions for anything you need.

Training

OSCAR's training web page (**https://oscar.uscourts.gov/training**) provides centralized access to a variety of resources.

Contact the OSCAR Program Office

The OSCAR Program Office provides live support Monday - Friday 8:00 AM to 5:00 PM Eastern Time.

Email: **oscar-support@ao.uscourts.gov**

Phone (toll free): **1-866-666-2120**

The OSCAR website is maintained by the Administrative Office of the United States Courts on behalf of the Federal Judiciary.
https://oscar.uscourts.gov