



RECOMMENDER RESOURCES

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OSCAR

Online System for Clerkship Application and Review

How Letters of Recommendation Work in OSCAR

Recommendations in OSCAR mimic the process used in the paper world, in which an applicant requests a letter of recommendation, and the recommender writes the letter and mails it to the judge or staff attorney office on behalf of the applicant. In OSCAR, this process is handled online. An applicant will generate a recommendation request that is sent to the recommender's account. The recommender then creates and uploads an electronic document, and OSCAR sends it to the judge or staff attorney office as part of the application. The three basic steps for submitting a recommendation letter in OSCAR follow:

1. Applicant identifies you as recommender in OSCAR and generates an electronic recommendation request.
2. First-time recommenders receive an OSCAR Evite with login information. Established users go straight to fill recommendation request.
3. Recommenders log in to OSCAR and attach an electronic recommendation letter to each application.

Let's look at these three steps in more detail.

Step One — Recommender Identified in OSCAR

Recommenders do not register for an OSCAR account. Either an applicant or a law school administrator enters the recommender's information into the system creating the account. Once the recommender's information is listed in OSCAR, any applicant can use OSCAR's search tools to find and add the recommender's name to an application. **Note:** OSCAR will not send the recommender's login information to the recommender until the first time that an applicant generates a pending recommendation request by creating an application.

Step Two — Applicants Create Applications to Generate Recommendation Requests

Once a recommender is identified in OSCAR, the applicant creates the application to generate a recommendation request. If this is the first time the recommender is identified in the system, OSCAR will send a system-generated "evite" email with login information. **Note:** OSCAR will only send the "e-vite" email once to the recommender. Recommenders can choose to receive email notification of pending and new recommendation requests by selecting the appropriate settings in his/her OSCAR profile. See Change Recommender Email Notifications Tip Sheet.

Step Three — Log into OSCAR to Fill Recommendation Requests

To fill recommendation requests, log into OSCAR by navigating to the <https://oscar.uscourts.gov/> website. OSCAR accepts letters of recommendation in two formats: (1) a PDF document created by the user and uploaded to the system or (2) a letter created in OSCAR using the online editor. A letter of recommendation created using the online editor can automatically include the receiving judge's or staff attorney office's name and address. Recommenders can save these letters as templates for future use. However, the

online editor does not allow users to include images, such as letterhead or digital signatures. Please note that all PDF documents must be smaller than 300KB in file size.

After the recommender enters or uploads the recommendation letter, OSCAR will attach the document to an application packet for the requested position. **Note:** One letter can be attached to multiple clerkship applications in a batch process. Once a letter is attached to an application, the applicant will only see that the recommender has completed the recommendation request. OSCAR does not display uploaded recommendation letters to the applicants.

Letters of recommendation are non-transferrable documents associated with specific applications. If an applicant requires additional letters of recommendation, he/she will need to submit an online application to generate additional requests. However, a recommender can designate a letter to automatically attach to additional applications for a specified time period or indefinitely.



Contact OSCAR

oscar-support@ao.uscourts.gov

www.oscar.uscourts.gov

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday



Enter a Recommendation Letter Using the Online Editor

OSCAR provides an online editor to allow you to create recommendation letters while logged into the system. The online editor provides you with the ability to use *merge fields* (discussed below) to write a generic letter that OSCAR will automatically customize with the name and address information of any judges or staff attorney offices to whom it is sent. Letters created in the online editor can also be saved in OSCAR and modified for future use.

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.

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

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

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Villa	Bob	Harvard Law School

Items 1-10 of 10

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

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Account	Test	Hofstra University School of Law
Applicant	Test	Harvard Law School
Applicant	Test	Yale Law School

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.

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 *Online Editor*. OSCAR refreshes to display steps 3-5.

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. In step 3 (optional), you can select a letter template you previously created. For more information on creating templates, please see [Create a Recommendation Letter Template for Later Use](#).

Select a recommendation letter template from the options below to use a pre-existing recommendation template, or leave blank to create a new letter from scratch.

Template name here

Test

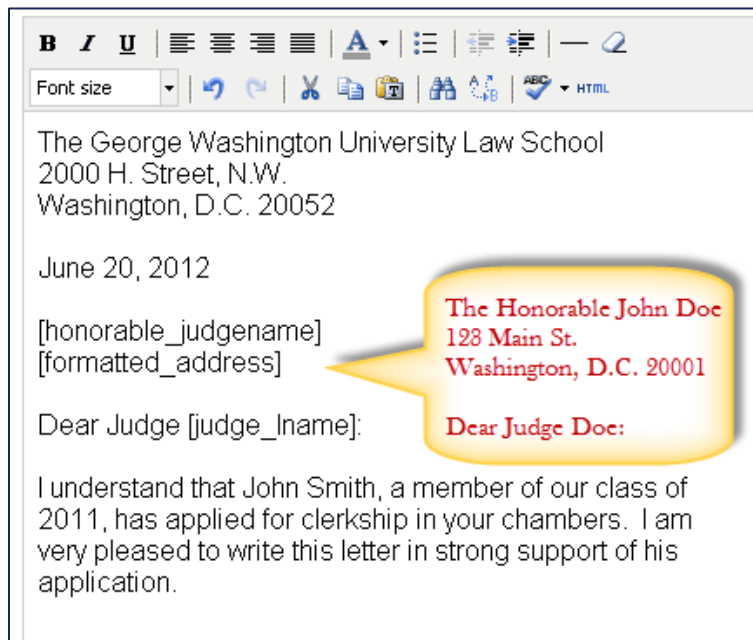
7. (Optional) To save your letter for re-use in OSCAR, give it a label in step 4—Save Current Template. Enter a name in the text box and click **Save Template** once you have entered your letter in the online editor.

If you enter a label for this recommendation here, it will be saved to your "My Templates" tab and you may choose to use it for future recommendations. If you do not want to save this recommendation, leave this field blank. You may also save your template without submitting your recommendation by using the "Save Template" button to the right of the Label input field. If you change the label of a saved template, the template will be saved as a new template.

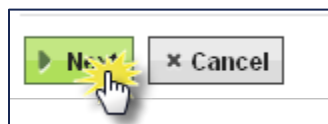
Note: When entering a recommendation, it is recommended that you save often. You must enter a label to save a template.

Template Name

8. Scroll down to step 5—Edit Recommendation—to enter your letter in OSCAR’s online editor. When using the online editor, it is helpful to remember these tips:
- To insert a single line break, hold down the **Shift** key and press **Enter**.
 - You cannot insert graphics when using this online editor. This includes institutional letterhead or signatures.
 - Formatting problems may occur when copying the letter from a word processing program like Microsoft Word or Corel WordPerfect. These documents contain hidden commands for printing, and copying the files also copies these hidden commands. Click the *Paste as Plain Text* icon in the online editor to remove most (but not necessarily all) of this formatting.
 - By using merge fields, you can customize one letter for multiple recipients. There is a list of merge fields on the right side of the screen. Merge fields will automatically be filled with the data for each judge or staff attorney office receiving the recommendation letter as shown in the figure below. OSCAR automatically includes a salutation block with merge fields for judges or staff attorney offices. If you do not wish to use the merge fields included in the online editor box, you may copy and paste any of the fields listed in *Applicant* or *Judge* headings of the *Merge Fields* box to create your letter.

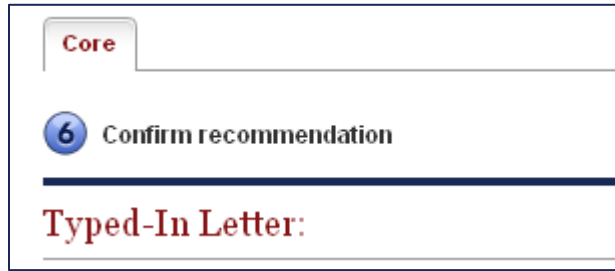


9. When you have completed typing or copying text in the online editor, click **Next** to continue.



10. OSCAR displays step 6—Confirm Recommendation. You will be able to review your typed-in letter, and you can preview your letter as a PDF file, which is how it will be seen

by a judge or staff attorney office. To do this, click the PDF icon next to a judge's or staff attorney office's name in list under *Attach to Applications*.



Core

6 Confirm recommendation

Typed-In Letter:

11. 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.



Automatic Attach to New Recommendation:
Note: OSCAR archives unused recommenders remain on the system indefinitely.

Yes No

12. To make changes to your letter, click **Edit Recommendation** to return to the previous screen. Otherwise, click **Submit Recommendation** to finalize the process.

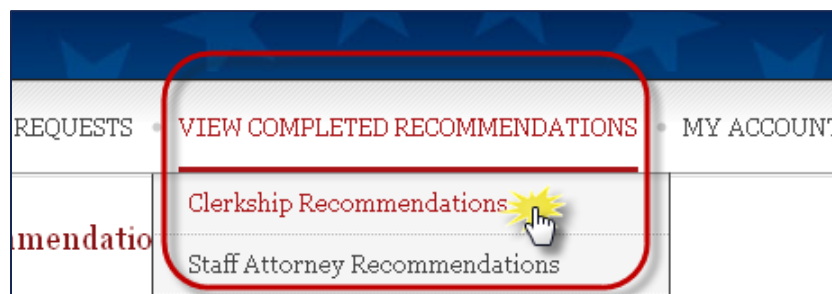


Attach to Applications:

 Judge PICK ME Oscarsyte (United States Court of Appeals)


 Judge PICK ME Oscarsyte (United States Court of Appeals)

13. To insure 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.



REQUESTS • **VIEW COMPLETED RECOMMENDATIONS** • MY ACCOUNT

mendatio

Clerkship Recommendations 

Staff Attorney Recommendations

14. 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.

Items 1-20 of 21 | Showing 20

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

Jump 1 | Next >



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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.

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

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

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Villa	Bob	Harvard Law School

Items 1-10 of 10

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

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Account	Test	Hofstra University School of Law
Applicant	Test	Harvard Law School
Applicant	Test	Yale Law School

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.

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**. OSCAR displays step 3.

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. 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.

Maximum File Size: 300 KB

File:

Please select your document to upload.

C:\Users\wud\Desktop\Exa

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.

Automatic Attach to New Recommendation:
Note: OSCAR archives unused recommender remain on the system indefinitely.

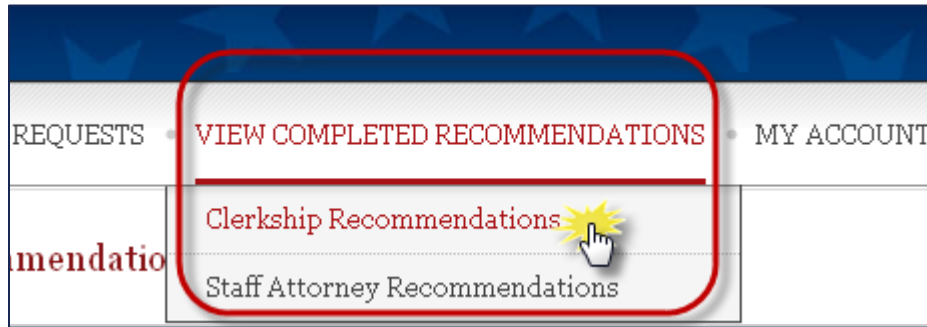
Yes No

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.

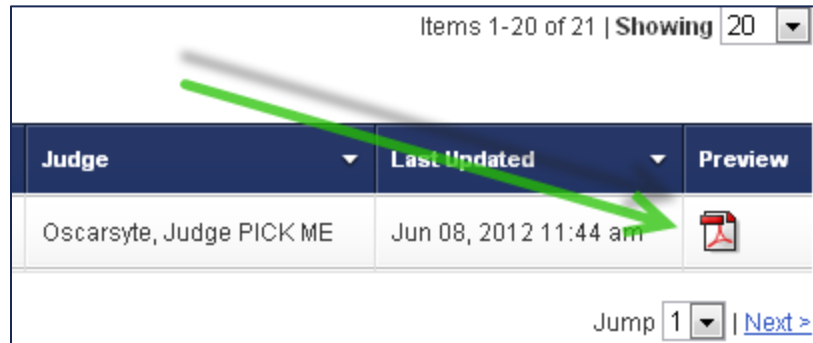
Attach to Applications:

Judge PICK ME Oscarsyte (United States Court of Appeals)
Judge PICK ME Oscarsyte (United States Court of Appeals)

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.



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Sample Recommendation Letter Template

The screenshot shows a rich text editor window with a toolbar at the top containing various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and HTML source view. The main text area contains the following content:

Professor John Public
Fictional University School of Law
2112 Academia Way
Washington, DC 20001
john.public@fiction.edu

[date]

[honorable_judgename]
[formatted_address]

Dear Judge [judge_lname]:

{insert the body of your letter here}

Sincerely,

John Public
Professor of Fictional Studies

Path: p

Sample Recommendation Letter Template – Text with Merge Codes

{Recommender name}

{Recommender address}

[date]

[honorable_judgename]

[formatted_address]

Dear Judge [judge_lname],

{Insert the body of your letter here}

Sincerely,

{Recommender name}

{Recommender title}



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OSCAR

Online System for Clerkship Application and Review

PDF Conversion Guidelines

OSCAR requires documents uploaded to the system to be in PDF format.

- All documents uploaded by applicants and recommenders to the system must be in PDF format.
- Cover letters and recommendation letters created in the OSCAR online editor are not affected by this PDF format requirement.

What is PDF Format?

The term PDF stands for Portable Document Format—a method that captures the formatting information from a variety of desktop publishing applications (e.g., Microsoft Word, Corel WordPerfect, etc.). The PDF format allows OSCAR users to upload formatted application documents so that they will appear on the computer monitor and/or printer as they were intended.

How Do I Convert a Document to PDF Format?

There are several methods and resources available to convert documents to PDF format. (Please note that the Judiciary does not endorse any specific software application that converts documents to PDF format.)

- Some word processing programs already have the ability to allow users to publish a document to PDF format directly. For example, documents created in Corel WordPerfect can be converted to PDF format by selecting Publish to PDF under the File menu located at the top left side of the screen.
- For OSCAR users who use desktop publishing programs that do not convert to PDF format, many companies provide software or web-based services to convert files to PDF format for a modest price or even for free. Users can quickly find such companies by conducting a search on the Internet that includes the terms “PDF” and “convert.” The results of such a search will provide the user with many options to convert a document to PDF format.

Tips for Formatting Documents Prior to PDF Format Conversion

- Use standard fonts in application documents prior to converting to PDF format.
- Avoid formatting resumes that list the employers, employment location, and/or employment dates at the far right margin.

Note: The OSCAR Help Desk does not provide PDF format conversion support.



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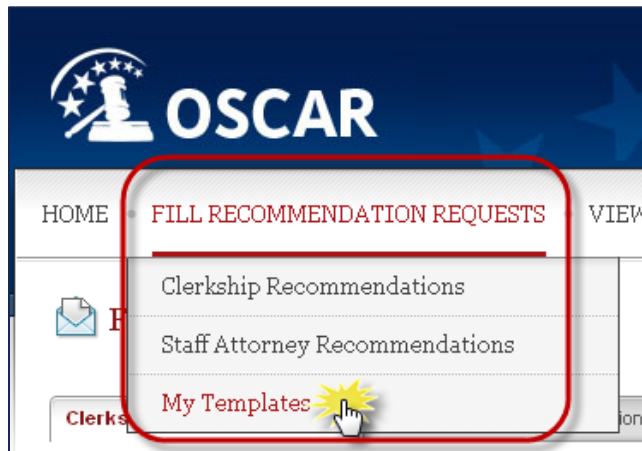
8 a.m. – 5 p.m. (ET) Monday – Friday



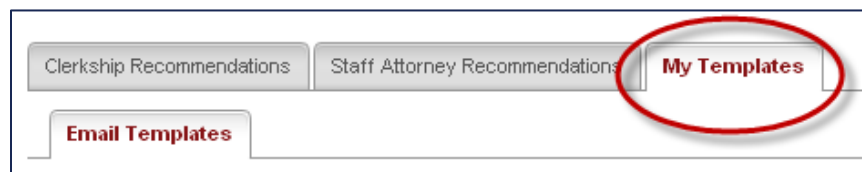
Create a Recommendation Letter Template for Later Use

OSCAR allows you to create and store a recommendation letter template, which can be used when filling recommendation requests from applicants. Using the *merge fields* available in OSCAR's online editor (discussed below), you can create a generic letter that OSCAR will automatically customize with the name and address information of any judge or staff attorney office receiving the letter. Users can customize templates as needed when filling recommendation requests for those instances when you wish to add additional information for a specific applicant or are personally familiar with the individual to whom the letter is directed.

1. Place your mouse cursor over the **Fill Recommendation Requests** tab, and click on **My Templates** in the menu that appears.



2. OSCAR displays the *My Templates* sub-tab. Click **Add New** to create a new recommendation letter template.



3. OSCAR displays the online editor, where you can enter your recommendation letter template. Select **Judge** or **Staff Attorney** for your template type.



4. OSCAR refreshes the screen. Enter a name for your template in the *Label* field. This is how OSCAR displays your template in the *My Templates* tab.

To save a recommendation letter as a template under My Templates, you must first enter a name in the Label field for that recommendation letter and then type the letter in the online editor below. Once you have created a template(s), you need to go to the Recommendation Requests tab to attach it to a recommendation request.

Enter Template Label

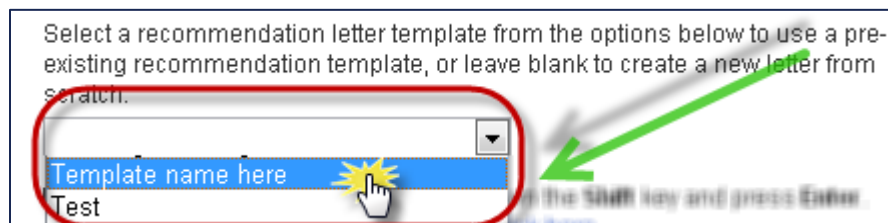
5. Type or copy and paste your letter of recommendation into OSCAR's online editor. When using the online editor, it is helpful to remember these tips:
- To insert a single line break, hold down the **Shift** key and press **Enter**.
 - You cannot insert graphics, institutional letterhead, or signatures when using this online editor.
 - Formatting problems may occur when copying the letter from a word processing program like Microsoft Word or Corel WordPerfect. These documents contain hidden commands for printing, and copying the files also copies these hidden commands. Using the **Paste as Plain Text** tool in the online editor will remove most (but not necessarily all) of the original formatting.
 - By using merge fields, you can customize one letter for multiple recipients. Merge fields will automatically be filled with the data for each judge or staff attorney office receiving the recommendation letter as shown in the figure below. OSCAR automatically includes a salutation block with merge fields for judges or staff attorney offices.

The screenshot shows the OSCAR online editor interface. At the top is a toolbar with various formatting options like bold, italic, underline, text color, and font size. Below the toolbar is a text area containing a recommendation letter template. The letter starts with the address of The George Washington University Law School, followed by the date June 20, 2012. The recipient's name and address are represented by merge fields: [honorable_judgename] and [formatted_address]. The salutation is Dear Judge [judge_name]. The body of the letter states: "I understand that John Smith, a member of our class of 2011, has applied for clerkship in your chambers. I am very pleased to write this letter in strong support of his application." A yellow callout box points to the merge fields, showing the example text: "The Honorable John Doe, 128 Main St., Washington, D.C. 20001" and "Dear Judge Doe:".

6. Once the letter is complete, click **Upload** to the template and return to the *My Templates* tab, or click **Save** to save your template and continue editing. Saving the template multiple times during the text entry process will ensure that your work is not accidentally lost. To cancel without saving the letter, click **Cancel Changes**.



7. Your template will now be available for use when filling a recommendation request. Once you are on the *Submit Recommendations* tab, select the letter from the *Use Template* drop-down menu. You can alter the letter as you wish and continue submission process.



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Enter a Letter of Recommendation Using a Template You Created in OSCAR

OSCAR allows you to create and store a recommendation letter template, which can be used when filling recommendation requests from applicants. Using the merge fields available in OSCAR's online editor (discussed below), you can craft a generic letter that OSCAR will automatically customize with the name and address information of any judges or staff attorney offices to whom it is sent. Users can customize templates as needed when filling recommendation requests for those instances when you wish to add additional information for a specific applicant or are personally familiar with the judge to whom the letter is directed.

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.

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.

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Staff Attorney Requests:	7	▶ Fill Staff Attorney Recommendations

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

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Villa	Bob	Harvard Law School

Items 1-10 of 10

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

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Account	Test	Hofstra University School of Law
Applicant	Test	Harvard Law School
Applicant	Test	Yale Law School

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.

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 *Online Editor*. OSCAR refreshes to display steps 3 through 5.

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. In step 3 (optional), you can select a letter template you previously created. For more information on creating templates, please see [Create a Recommendation Letter Template for Later Use](#).

Select a recommendation letter template from the options below to use a pre-existing recommendation template, or leave blank to create a new letter from scratch.

Test

Press the Shift key and press Enter.

7. If you wish to modify the content of the template and save the template under another name, change the label displayed in step 4—Save Current Template. After you make your changes in the online editor, click **Save Template**.

If you enter a label for this recommendation here, it will be saved to your "My Templates" tab and you may choose to use it for future recommendations. If you do not want to save this recommendation, leave this field blank. You may also save your template without submitting your recommendation by using the "Save Template" button to the right of the Label input field. If you change the label of a saved template, the template will be saved as a new template.

Note: When entering a recommendation, it is recommended that you save often. You must enter a label to save a template.

Template Name Save Template

8. Scroll down to step 5—Edit Recommendation—where OSCAR displays the template you have selected in the online editor. You can make any changes to the letter here. When using the online editor, it is helpful to remember these tips:
- To insert a single line break, hold down the **Shift** key and press **Enter**.
 - You cannot insert graphics, institutional letterhead, or signatures when using this online editor.
 - Formatting problems may occur when copying the letter from a word processing program like Microsoft Word or Corel WordPerfect. These documents contain hidden commands for printing, and copying the files also copies these hidden commands. Click the *Paste as Plain Text* icon in the online editor to remove most (but not necessarily all) of the original formatting.
 - By using merge fields, you can customize one letter for multiple recipients. OSCAR displays a list of merge fields on the right side of the screen. Merge fields will automatically be filled with the data for each judge or staff attorney office receiving the recommendation letter as shown in the figure below. OSCAR automatically includes a salutation block with merge fields for judges or staff attorney offices. If you do not wish to use the merge fields included in the online editor box, you may copy and paste any of the fields listed in *Applicant* or *Judge* headings of the *Merge Fields* box to create your letter.

The screenshot shows the OSCAR online editor interface. At the top is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, indent, link, unlink, undo, redo, and HTML. Below the toolbar is a text area containing the following content:

The George Washington University Law School
2000 H. Street, N.W.
Washington, D.C. 20052

June 20, 2012

[honorable_judgename]
[formatted_address]

Dear Judge [judge_name]:

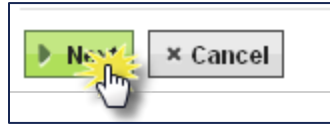
I understand that John Smith, a member of our class of 2011, has applied for clerkship in your chambers. I am very pleased to write this letter in strong support of his application.

A yellow callout box points to the merge fields, containing the following text:

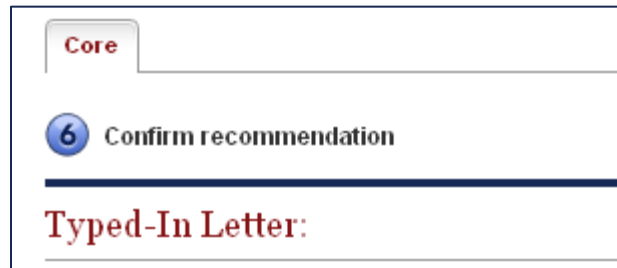
The Honorable John Doe
123 Main St.
Washington, D.C. 20001

Dear Judge Doc:

9. When you have completed typing or copying in your letter, click **Next** to continue.



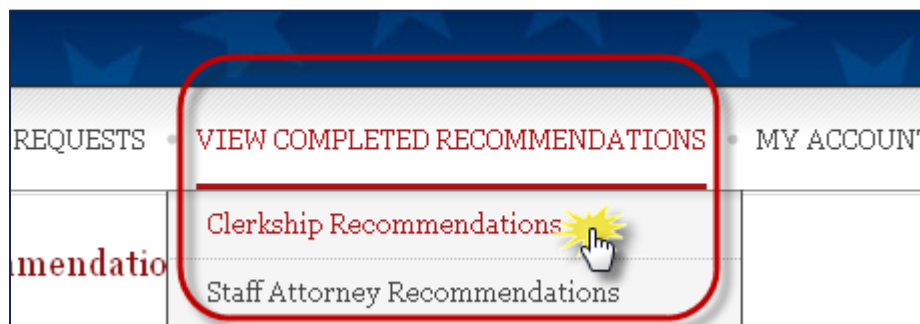
10. OSCAR displays step 6—Confirm Recommendation. You can review your typed-in letter, and you can preview your letter as a PDF file, which is how it will be seen by a judge or staff attorney office. To do this, click the PDF icon next to a judge's or staff attorney office's name in the list under *Attach to Applications*.



11. To make changes to your letter, click **Edit Recommendation** to return to the previous screen. Otherwise, click **Submit Recommendation** to finalize the process.




12. 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.



13. 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.

Items 1-20 of 21 | Showing 20

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

Jump 1 | Next >



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Edit a Completed Letter of Recommendation

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.

If you have a number of letters to edit, you can also delete the completed recommendation letters in a batch process. This returns them to the Fill Recommendation Requests tab as "Pending" requests. You can fill the newly pending requests with a modified 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.

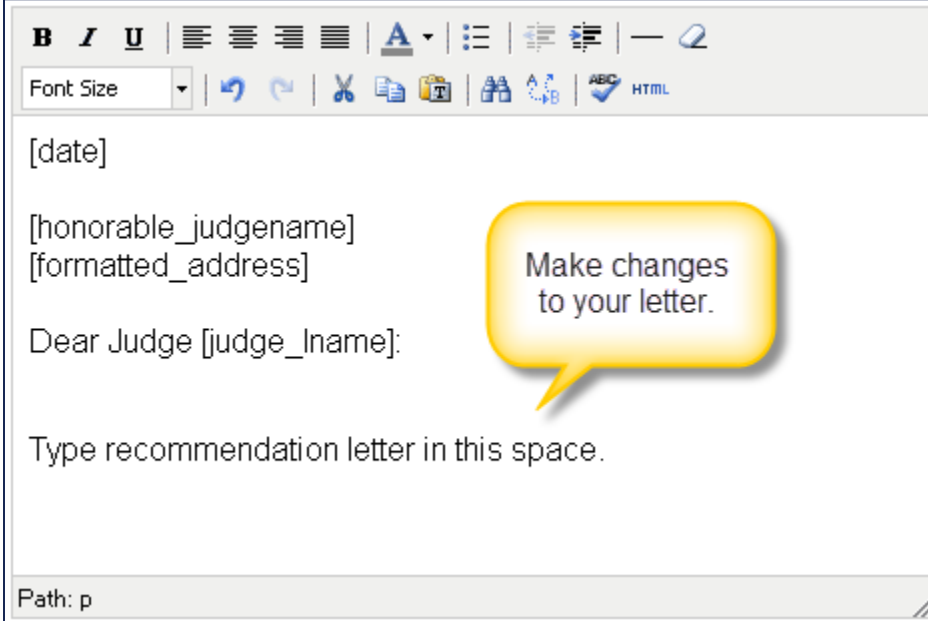


2. Scroll to the bottom of the screen to see the list of recommendation letters you have submitted. Remember that there are separate tabs for clerkship and staff attorney recommendations. **Note:** If a lock icon (🔒) appears in the *Edit/Delete* column, it indicates that the recommendation letter is part of an application packet to a filled or expired position and cannot be edited or deleted.

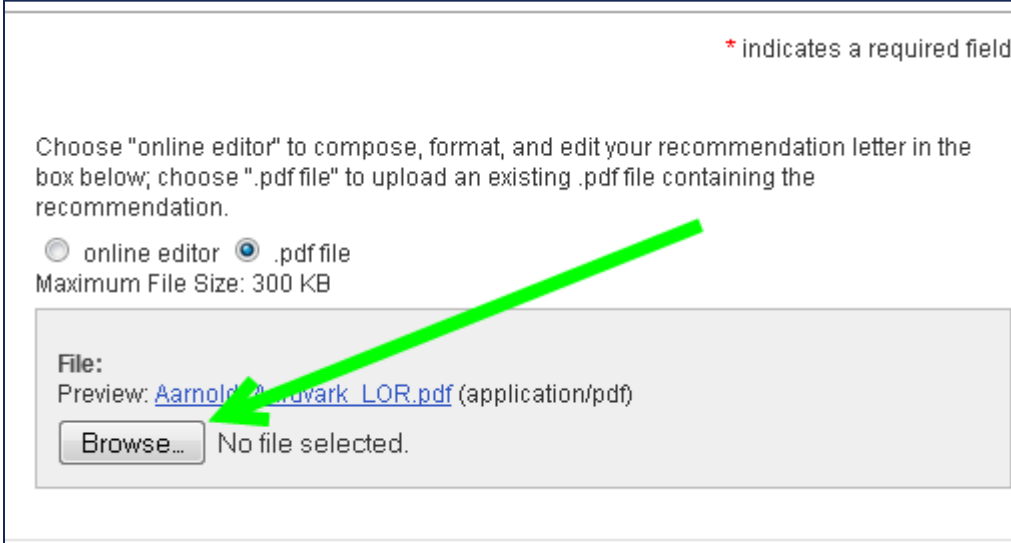
Batch Options			
<input type="button" value="Delete Recommendations"/>			
<input type="checkbox"/>	Edit/Delete	Last Name ▼	First Name
<input type="checkbox"/>	🔒	Aardvark	Ivan
<input type="checkbox"/>	🗑️	Aardvark	Ivan
<input type="checkbox"/>	🔒	Silver	Sara

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. To edit or replace a complete recommendation letter, click the  icon for the letter you wish to edit.
4. OSCAR will display the *Review/Edit Recommendation* screen.
 - For letters created in the online editor, scroll down and make your changes.



- For PDF letters, click **Browse** and select the new document.



5. Once you have completed your changes, click the **Next** button to continue.

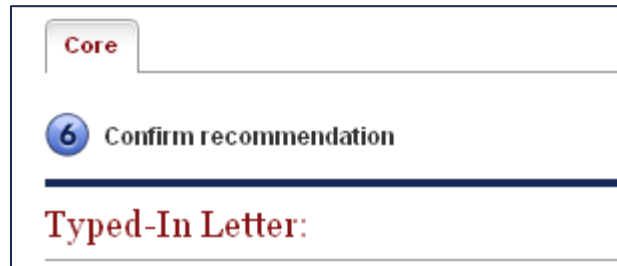


Recommendation for Ivan Aardvark

▶ Next × Cancel

Recommendation*: Choose recomm

6. OSCAR returns you to the final step for filling the recommendation request, where you can preview the letter and submit the recommendation.



Core

6 Confirm recommendation

Typed-In Letter:

7. To make changes to your letter, click **Edit Recommendation** to return to the previous screen. Otherwise, click **Submit Recommendation** to finalize the process.



Attach to Applications:

Judge PICK ME Oscarsyte (United States Court of Appeals)

Judge PICK ME Oscarsyte (United States Court of Appeals)

▶ Submit Recommendation Edit Recommendation



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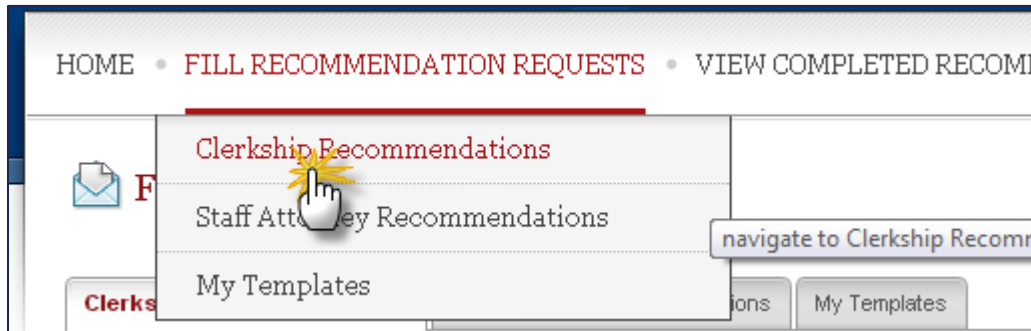
Update "Automatically Attaching" Letters of Recommendation

OSCAR allows recommenders to enter or upload a letter of recommendation and set the system to automatically append the letter to any additional requests from an applicant. Recommenders can select to have the letter of recommendation automatically append until a specific date or continue indefinitely.

This works well for recommendation letters that will not be changed or updated by the recommender for the duration of their use. However, if you modify the letter using OSCAR's editing function, all previous versions of the letter will also be changed, including those already attached to submitted applications. To prevent this from occurring, follow the procedure below, which will show you how to stop letters from automatically attaching to applications.

Step 1 - Set "Add Letters Automatically?" to "No"

1. Navigate to Fill Recommendation Requests. Place your mouse over **Fill Recommendation Requests** in the main navigation bar and click **Clerkship Recommendations** or **Staff Attorney Recommendations** in the menu that appears.

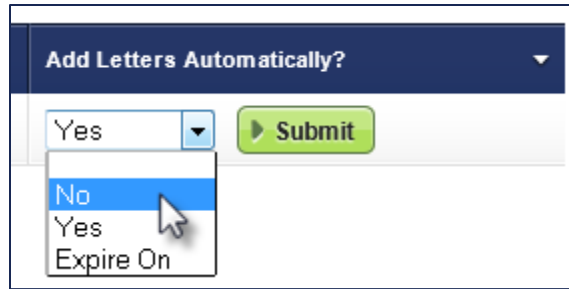


2. Scroll down to the list of applicants and locate the applicant whose letter you wish to update.

The screenshot shows a table of applicants. The table has three columns: 'Last Name', 'First Name', and 'JD/LLB From'. The first two columns have a dropdown arrow on the 'Last Name' header. The table contains two rows of data. Below the table, it says 'Items 1-10 of 10'.

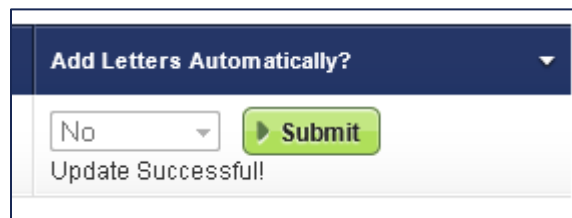
Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Villa	Bob	Harvard Law School

3. Choose **No** from the drop-down menu in the "Add Letters Automatically?" column.



The screenshot shows a web form titled "Add Letters Automatically?". Below the title is a dropdown menu currently set to "Yes". A mouse cursor is hovering over the "No" option, which is highlighted in blue. To the right of the dropdown is a green "Submit" button with a right-pointing arrow.

4. Click **Submit** to finalize the change. OSCAR will indicate the change is successful.



The screenshot shows the same "Add Letters Automatically?" form, but now the dropdown menu is set to "No". Below the dropdown, the text "Update Successful!" is displayed. The green "Submit" button remains visible.

Step 2 - Fill the Next Request with the Updated Letter of Recommendation

Refer to [Enter a Recommendation Letter Using the Online Editor](#) or [Upload a Letter of Recommendation from a PDF File](#).



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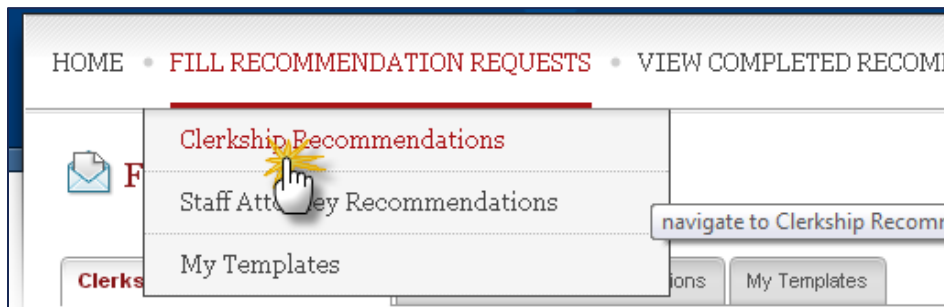
8 a.m. – 5 p.m. (ET) Monday – Friday



Change “Add Letters Automatically” Selection

OSCAR allows recommenders to enter or upload a letter of recommendation and set the system to automatically append the letter to any additional requests from an applicant. Recommenders can select to have the letter of recommendation automatically append until a specific date or continue indefinitely. If you wish to stop the automatic attachment for a letter or change the expiration setting, you can do so from the **Fill Recommendation Requests** tab.

1. Navigate to Fill Recommendation Requests. Place your mouse over **Fill Recommendation Requests** in the main navigation bar and click on **Clerkship Recommendations** or **Staff Attorney Recommendations** in the menu that appears.



2. Scroll down to the list of applicants and locate the applicant whose letter you wish to update.

Last Name	First Name	JD/LLB From
Aardvark	Ivan	Hofstra University School of Law
Villa	Bob	Harvard Law School

Items 1-10 of 10

3. Choose **Yes**, **No**, or **Expire On** from the drop-down menu in the “Add Letters Automatically?” column. If you choose **Expire On**, enter the letter's expiration date or click the calendar icon to select the expiration date.

Add Letters Automatically?	
Expire On	2014-01-30
No	
Yes	
Expire On	

4. Click **Submit** to finalize the change. OSCAR will indicate the change is successful.

Add Letters Automatically? ▼

Yes ▼ **Submit**

Update Successful!



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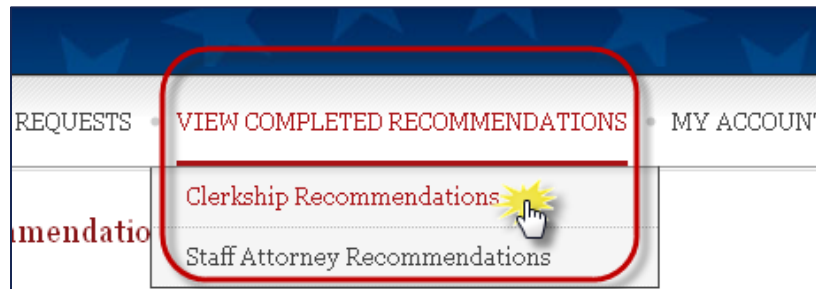
Delete a Recommendation Letter

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.

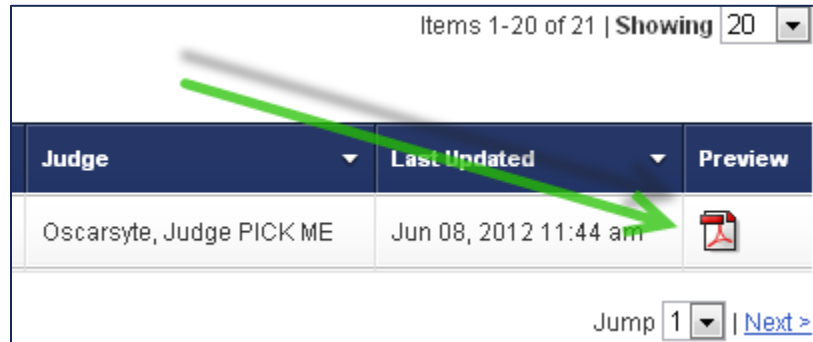



2. Scroll to the bottom of the screen to see the list of recommendation letters you have submitted. Remember that there are separate tabs for clerkship and staff attorney recommendations. **Note:** If a lock icon (🔒) appears in the *Edit/Delete* column, it indicates that the recommendation letter is 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.



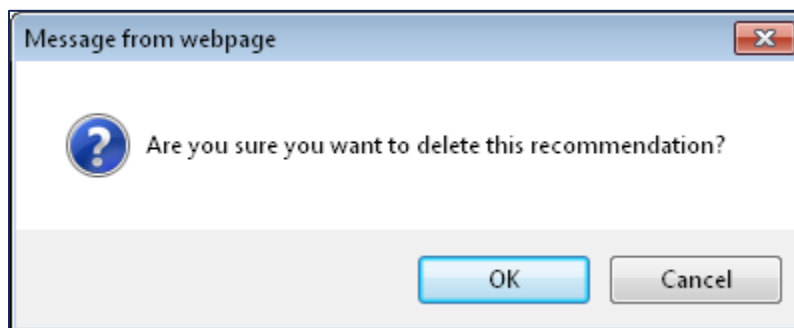
Judge	Last Updated	Preview
Oscarsyte, Judge PICK ME	Jun 08, 2012 11:44 am	

4. Click  to delete the letter.



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

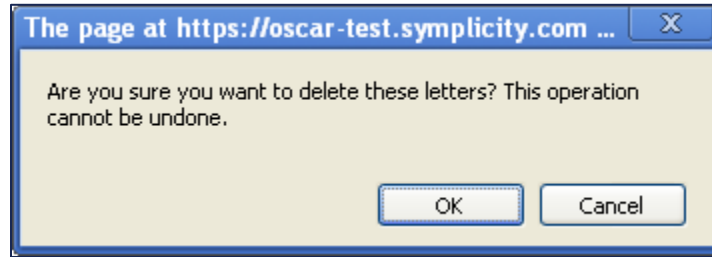
Jump 1 | Next >

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

Items 1-19 of 19

- 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
Aardvark	Ivan	Hofstra University School of Law
Villa	Bob	Harvard Law School

Items 1-10 of 10



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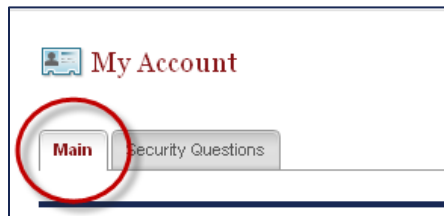


Change Recommender Email Notifications

1. Click **My Account** in the main navigation bar at the top of the screen.



2. OSCAR will display two tabs: *Main* and *Security Questions*. Click **Main**.



3. Scroll down to the *Email Settings* area. Under *Email Frequency of New Recommendation Requests*, choose **Daily**, **Weekly**, or **Never**.
4. Under *Receive Weekly Reminders of Pending Requests*, choose **Yes** or **No**.

If you disable email notifications from OSCAR, you can still receive requests from applicants for letters of recommendation. Requests for letters of recommendation remain in your OSCAR account until filled or withdrawn by the applicant.

5. Click **Update Email Notifications** to save your changes.

Email Settings

Email Frequency of New Recommendation Requests
Would you like to be notified of new recommendation requests on a daily basis, on a weekly basis, or never?

Email Frequency: Daily Weekly Never

Receive Weekly Reminder of Pending Requests
Would you like to receive a weekly reminder of pending recommendations?

Receive Reminders: No Yes

Update Email Notifications



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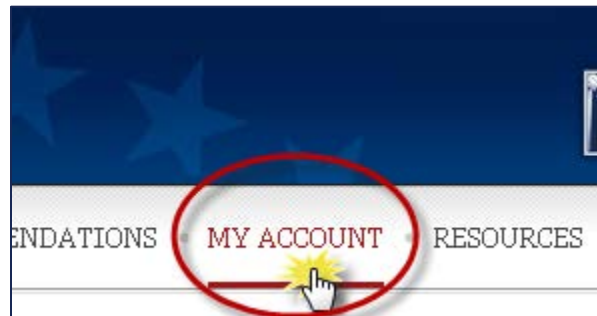
8 a.m. – 5 p.m. (ET) Monday – Friday



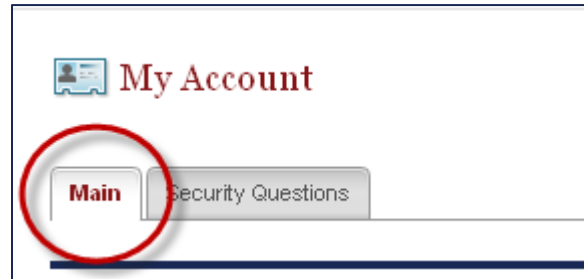
Change Recommender Password

From the *My Account* tab in OSCAR, you can change your name, phone number, and password, as well as choose whether and how often you are notified of new recommendation requests and/or reminded of pending. Follow the instructions below to change your OSCAR password. Please note that OSCAR requires that users maintain security questions as part of their profile.

1. Click **My Account** in the main navigation bar at the top of the screen.



2. OSCAR will display two tabs: *Main* and *Security Questions*. Click **Main**.



3. Scroll down to the *Change Password* area. Enter and confirm your new password in the provided text boxes. OSCAR requires that all passwords meet the following criteria:
 - At least 8 characters (20 maximum)
 - At least 1 number
 - At least 1 lower case letter
 - At least 1 upper case letter
 - At least 1 special character (i.e., %, &, *, #, and @)
 - No spaces

4. Click **Save Password** to make the changes.

Change Password

Your password must contain:
At least 8 characters (20 maximum)
At least 1 number
At least 1 lower case letter
At least 1 upper case letter
At least 1 special character (i.e., %, &, *, #, and @)
No spaces

New Password:

Confirm Password:



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