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# OSCAR Applicant User Guide

(Version 3.0)

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July 16, 2007

U.S. District Court for the District of Columbia  
333 Constitution Avenue, NW  
Washington, DC 20001

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## 1.0 Getting Started

The Online System for Clerkship Application and Review (OSCAR) is a web-based system that enables clerkship applicants to file complete applications and recommenders to file letters of recommendation online. Applicants designate the OSCAR-participating judges for whose positions they wish to apply. OSCAR-participating judges are able to sort and screen the applications directed to them and print only what they want to read in hard copy.

To use OSCAR, applicants must go to the OSCAR website and create a profile with contact, background, and educational information. From that point, users can upload their application materials, research clerkship vacancies, and submit applications. This user manual provides guidance to applicants in performing these functions:

- Obtaining a password
- Logging into the system
- Updating their profiles in OSCAR, which contains general contact information and education
- Changing of passwords via the My Account tab
- Uploading and managing documents (resume, cover letters, writing samples, and grade sheets)
- Identifying recommenders and submitting recommendation requests
- Researching clerkship opportunities
- Creating and managing clerkship folders
- Building and submitting applications—**Note: You must build an application for your recommendation requests to be made available to your recommenders.**

**Note: All files uploaded on OSCAR must be in PDF format; all other document formats are unacceptable.**

### 1.1 Help Desk

Call the OSCAR Help Desk at (202) 354-3005 between 8:30 am and 5:00 pm (Eastern Standard Time), Monday through Friday, for telephone assistance in using OSCAR. Questions can also be directed via email at [oscar-support@dcd.uscourts.gov](mailto:oscar-support@dcd.uscourts.gov).

### 1.2 OSCAR Informational Resources

After logging into the system, OSCAR displays a home page with a section titled "Quick Links." This section provides the user with direct online access to the folders, pending recommendations, the OSCAR user guides, frequently asked questions, Federal Law Clerk Information System (FLCIS), online Help, information on converting documents to .pdf format, and weblog.

### 1.3 Hardware and Software Requirements

The following hardware and software are needed to use the OSCAR system.

- A personal computer running a standard operating system such as Microsoft Windows.
- Internet access and Web browser (Internet Explorer 5.5 and above, Firefox, and Netscape 7.2 and above are highly recommended)

- Adobe Acrobat Reader 6.0 and 7.0

## 1.4 Basic User Interactions

Users normally interact with the OSCAR system in four ways:

- Entering information in data fields
- Using the mouse to click on hyperlinks
- Selecting command buttons to direct system activities
- Uploading of files/documents

## 1.5 Button Descriptions

<b>Add New</b>	The [Add New] allows applicants to add a new item.
<b>Add to Folder</b>	The [Add to Folder] button is available for the user to move a clerkship/judge to a folder.
<b>Apply Search</b>	[Apply Search] is the button where the user clicks to apply the desired search.
<b>Back</b>	Users click on the OSCAR [Back] button to go back to the previous screen. <b>Use the OSCAR Back button, NOT the web browser's Back button.</b>
<b>Batch Options</b>	Batch options allow the user to perform operations on multiple selected clerkship positions from the Clerkships and Folders Tab. The operations that the user can select include Replace Resume/Cover Letter, Add to Uploaded Documents, Add to New Folder, Add to Existing Folder, Remove from Existing Folder, Delete Folder, and release for viewing.
<b>Browse</b>	[Browse] is used to search for a file.
<b>Cancel</b>	The [Cancel] button cancels changes made by the user.
<b>Clear</b>	Users click on the Clear button to clear any existing search criteria from the screen.
<b>Create Application</b>	Users will click the [Create Application] button to submit an application package to a position.
<b>Deactivate Account</b>	The [Deactivate Account] button is available to the user for deactivate your OSCAR account.
<b>Delete</b>	The [Delete] button deletes an item.
<b>Help</b>	The [Help] button provides users access to system questions and answers.

<b>Jump to</b>	The 'Jump to' function allows the user to move directly to and display the selected page (in a multi-page list).
<b>Next</b>	The 'Next' link shows the next page (in a multi-page list).
<b>Previous</b>	The 'Previous' link shows the previous page (in a multi-page list).
<b>Return to Judge Details</b>	Click on the [Return to Judge Details] button to go back to to go back to the judge details screen.
<b>Save</b>	The [Save] button allows the user to perform additional functions within that record.
<b>Upload</b>	The [Upload] button allows the user to upload a .pdf document to the system.
<b>Update Profile</b>	The [Update Profile] saves changes to your profile.
<b>Update Application</b>	The [Update Application] is the button to click on to save changes to the application

## 1.6 Application Status Codes

OSCAR displays application status codes that represent if the user has applied to a clerkship, withdrawn or placed an application on hold.

A	Applied to a clerkship
W	Withdrew an application
H	Hold application for later submission

## 2.0 Accessing the OSCAR System

### 2.1 Obtaining an OSCAR Account

This section provides instructions for obtaining a username and password to gain access to the OSCAR system.

1. From your Internet browser, type in the following address to go to the OSCAR website: <https://oscar.symplicity.com>
2. Click on the **Applicant Registration** tab.

Figure 1. Applicant Registration Screen

#### General Information

**First Name\***:   
 .....  
**Middle Initial**:   
 .....  
**Last Name\***:  ← **3. Complete all required fields (marked with a red asterisk).**  
 .....  
**Email Address\***:  ← **3. Complete all required fields (marked with a red asterisk).**

**Address\***: **Address**  
**Street\***:   
 .....  
**City\***:   
 .....  
**State/Territory\***:   
 .....  
**Zip\***:   
 .....  
**Country**:

**Contact Phone Number\***:   
 .....  
**Other Phone Number**:   
 .....  
**Username\***: Please Choose a username  
  
 .....  
**Password\***:   
 .....  
**Confirm Password\***:   
 .....

**Receive Emails?\***: Periodically the OSCAR system will send out automated emails to in  
 yes  no ← **4. Set Receive Emails to YES to receive automated emails of new clerkship opportunities.**

**5. Once all required fields have been completed, click [Submit].**

## 2.2 Forgot Password

Users who forget their password have the ability to retrieve it through the Forgot Password tab on the OSCAR Welcome page.

1. Click on the **Forgot Password** tab.

**Note: The OSCAR Help Desk does not have the ability to retrieve forgotten passwords. Users must use the Forgot Password feature. If a user forgets his or her username, call the OSCAR Help Desk at 202-354-3005 or send an email to oscar-support@dcd.uscourts.gov.**

Figure 2. Forgot Password Screen

OSCAR Sign-In **Forgot Password** Applicant Registration

Enter your username below, and your password will be reset and emailed to you.

Username:

2. Enter your user name and click [Go].

## 2.3 Logging Into the OSCAR System

This section provides instructions for entering the OSCAR system.

1. From your Internet browser, type in the following address to go to the OSCAR website: <https://oscar.symplcity.com>
2. Click the **OSCAR Sign-in** tab.

Figure 3. Login Screen

The screenshot shows the OSCAR Sign-In page with three tabs: "OSCAR Sign-In", "Forgot Password", and "Applicant Registration". The "OSCAR Sign-In" tab is active. The page contains three informational boxes:

- OSCAR is currently unavailable to applicants and recommenders until the dates listed below on the Version 3.0 Release Schedule.**  
OSCAR Version 3.0 Release Schedule:
  - Judges - May 7, 2007
  - Law Schools - June 1-8, 2007
  - Applicants and Recommenders - June 11, 2007
- Critical Dates under Law Clerk Hiring Plan for 2007**
  - First date when non-alumni applications may be reviewed by Judges: Tuesday, September 4, 2007
  - First date & time when judges may contact applicants to schedule interviews: Noon(EDT) Tuesday, September 11, 2007
  - First date & time when interviews may be held and offers made: 1:00pm(EDT) Wednesday, September 19, 2007
- Judges, Applicants, School Administrators, and Recommenders that have an account please enter username and password below. For Applicants who would like to create a new account please click on the [Applicant Registration](#) tab.**  
[OSCAR User Guides](#)  
[OSCAR: What's New](#)  
Users must use Internet Explorer 5.5 and above, Firefox, or Netscape 7.2 and above as their Internet browser to access OSCAR.

At the bottom, there is a login form with "Username" and "Password" input fields, and "Go" and "Reset" buttons. A blue callout box with a grid background points to the "Go" button and contains the text: "3. Enter your username and password, and click the [Go] button. (Note: Clicking **Reset** will clear your entry.)"

### 3.0 OSCAR Home Page

The OSCAR Home page provides the capability for users to access five areas by clicking on the tabs along the top of the screen:

- My Profile
- My Documents
- My Recommendations
- Clerkships (the area where you will actually search for the clerkship opportunities and submit applications for positions)
- My Account

Announcements are the location where OSCAR system messages are posted. Quick Links provides hyperlinks for users to easily access Folders (the place where you can save your clerkship search results), Pending Recommendations, User Guides, FAQ's, the Federal Law Clerk Information System (FLCIS) website, a guide on how to convert documents into PDF format, and weblog.

Figure 4. Home Page

**OSCAR**  
ONLINE SYSTEM FOR CLERKSHIP APPLICATION & REVIEW

powered by simplicity

Home | My Profile | My Documents | My Recommendations | Clerkships | My Account | help

Wednesday, March 7, 2007 | 1:56 pm | User: Joe - Applicant | Logout

**announcements**

April 20, 2006

**PDF Format Requirement:** Any documents uploaded by applicants must be in .pdf format. Cover letters created in the OSCAR online editor are exempt. Go to Quick Links to obtain information on converting documents to .pdf format.

**Navigating OSCAR: Back, Clear and Home**  
May 13, 2005

The following tips will help you optimize your use of OSCAR:  
**BACK:** Use the Back link located near the top left instead of the browser's back button.  
**CLEAR:** When searching, the Clear button will reset your search, removing all search filters.  
**HOME:** The Home page provides a personalized overview of OSCAR.

**quick links**

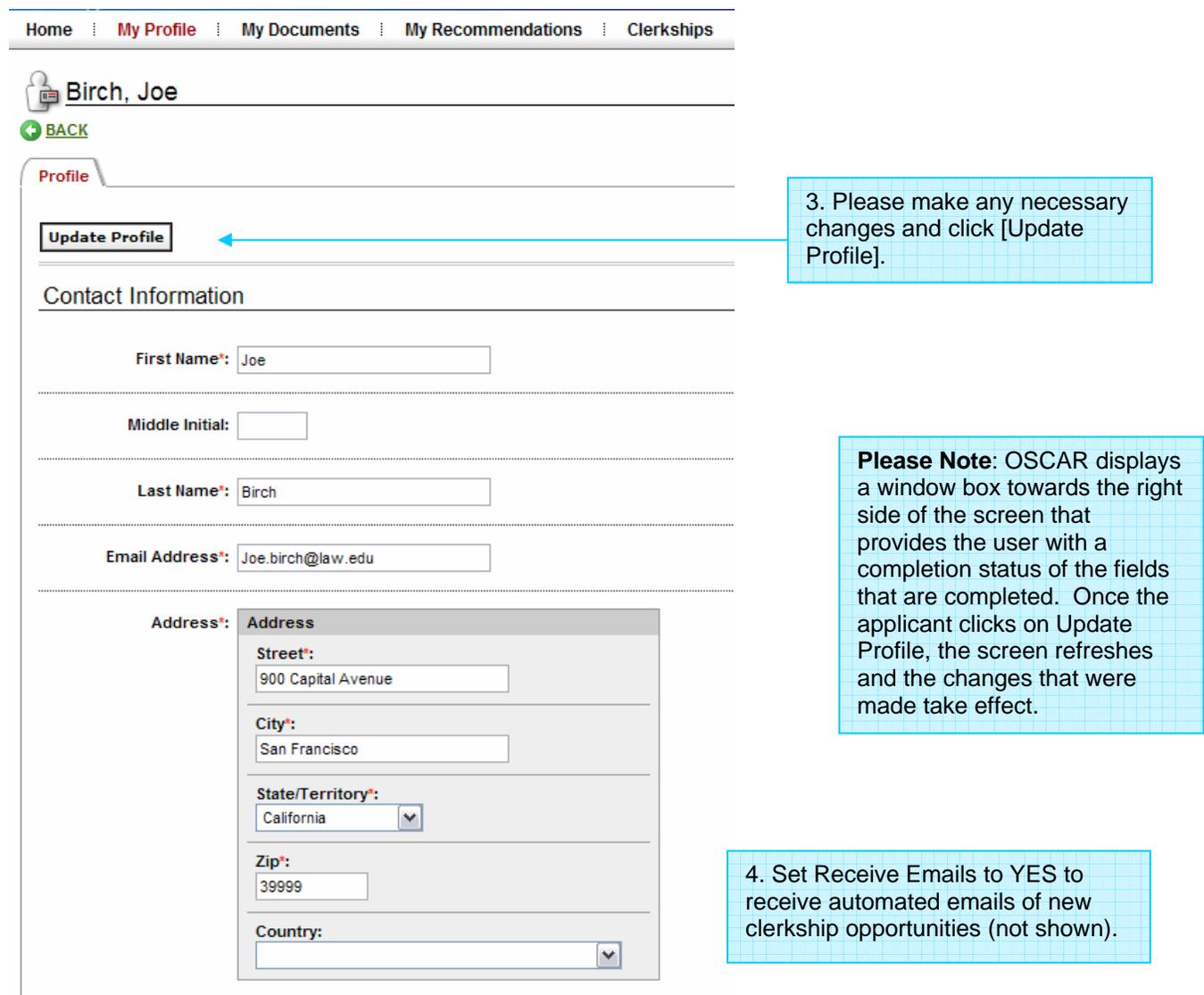
- ▶ [Folders](#)
- ▶ [Pending Recommendations](#)
- ▶ [User Guides](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Federal Law Clerk Information System \(FLCIS\)](#)
- ▶ [Converting Documents to PDF Format](#)
- ▶ [Weblog](#)

## 4.0 Update My Profile

Users can view and edit their applicant data (background and education information that you entered when registering to obtain an OSCAR username and password). Your profile is viewable to judges alongside with your resume, cover letter, writing sample, grade sheets, and letters of recommendation when you apply for a clerkship.

1. Log in to OSCAR.
2. Click on **My Profile** on the navigation bar.
3. Make any necessary changes and click **Update Profile**.

Figure 5. Update My Profile



Home :: **My Profile** :: My Documents :: My Recommendations :: Clerkships

 **Birch, Joe**

[+ BACK](#)

**Profile**

**Update Profile**

**Contact Information**

First Name\*:

Middle Initial:

Last Name\*:

Email Address\*:

Address\*: **Address**

Street\*:

City\*:

State/Territory\*:

Zip\*:

Country:

3. Please make any necessary changes and click [Update Profile].

**Please Note:** OSCAR displays a window box towards the right side of the screen that provides the user with a completion status of the fields that are completed. Once the applicant clicks on Update Profile, the screen refreshes and the changes that were made take effect.

4. Set Receive Emails to YES to receive automated emails of new clerkship opportunities (not shown).

**Note:**

Class Rank is one of the fields under My Profile. Your law school administrator certifies class rank for your law school. Based on the certification, the class rank that is applicable for your school will be available to you. For schools that rank, applicants can select one of the following class rank criteria: 5%, 10%, 15%, 20%, 25%, 30%, 33%, 50%, and below 50%.

For Schools that Do Not Rank. OSCAR will automatically display "School Does Not Rank" in their applicants' profiles. To ensure equitable treatment of those applicants, OSCAR was configured so that a search on any percentage ranking will return all applicants from those schools that do not rank. These applicants will be identified in a search result by the words "School does not rank" in the class rank column.

For Schools that Partially Rank. Applicants may select 5%, 10%, 15%, 20%, 25%, 30%, 33%, 50%, below 50%, and "I am not ranked." Ranked students from those schools will be returned with a search on a percentage ranking; unranked students will not (although they will show up in other searches, e.g., by law school). Unranked students from those schools will be identified in a search result by the words "Student is not ranked" in the law school column.

## 5.0 Changing My Password and Deactivating My Account

This section contains information on changing your OSCAR account password and deactivating your account when you no longer want to use the OSCAR system.

1. Click on the **My Account** tab at the top of the screen.

Figure 6. Changing My Password/Deactivate Account

The screenshot shows the 'My Account' section of the OSCAR system. At the top, there is a 'My Account' tab. Below it, there are two main sections: 'Change Password' and 'Deactivate Account'. The 'Change Password' section includes a blue information box with an 'i' icon stating: 'If you would like to change your password or dea...'. Below this are two input fields: 'New Password:' and 'Confirm Password:'. A 'Change Password' button is located below the input fields. A blue callout box with a grid background points to the 'Change Password' button and contains the text: '2. Type the new password in twice and click [Change Password]'. Below the 'Change Password' section is the 'Deactivate Account' section, which includes a blue information box with an 'i' icon stating: 'The Deactivate Account Button is for applicants v documents, and applications.' Below this is a 'Deactivate Account' button. A blue callout box with a grid background points to the 'Deactivate Account' button and contains the text: 'After successfully changing your password, a message stating "Your password has been updated" should appear in red writing.' At the bottom of the page, another blue callout box with a grid background states: 'The [Deactivate Account] button is for applicants who would like to delete their OSCAR account once they are finished using the system. Deactivating an account automatically deletes the user's profile, application documents, and applications.'

## 6.0 Quick Overview of the Application Steps in OSCAR

**NOTE:** Applicants need to CREATE the clerkship application in order to generate the recommendation requests for the recommender and to **trigger the Evite email to the recommender if you are the FIRST applicant to request a recommendation letter from that recommender. Most often faculty recommenders have already received their Evite email with login information.**

### Uploading Documents:

- Upload the documents you plan to submit (cover letter, resume, grade sheet(s), and writing sample(s)) in the My Documents section.

### Recommendations:

- Use the My Recommendations section to select your recommenders ahead of time and to check the status of recommendation letters. **NOTE: You must actually CREATE AN APPLICATION in order for the recommendation requests to be made available to your recommenders and to trigger the Evite email to the recommender if you are the FIRST applicant to request a recommendation letter from that recommender.**

### Researching and Managing Clerkships:

- Use the **search functions** in the Clerkships section to identify clerkship positions for which you wish to apply.
- Use the **folder functions** in Clerkships section to save/organize your search results.

### Submitting Applications:

- From the Clerkship tab, link to the judges clerkship term you wish to apply, which takes you to the application page for that judge.
- Designate each document that you want to submit to that judge.
- Identify your recommenders for that application in order for the recommendation request to be generated to the recommender.
- **Click Create Application or Update Application to trigger recommendation requests to recommenders.**
  - **When law school students click [create]/[update] application, their applications are held until noon September 4, 2007 (EST); they can change their recommenders and edit/replace documents up until the application release date. Note: After the September 4<sup>th</sup> date, students will have the Hold for Later Submission feature available to them when submitting new applications so that their recommenders have time to upload recommendation letters.**
  - When alumni click [create]/[update] application, their applications are made available to judges immediately and cannot be changed. However, OSCAR has a Hold for Later Submission option available for alumni.

The **Hold for Later Submission** option allows alumni to identify a clerkship, upload a resume, and select recommenders. Alumni applicants may continue working on their application materials and change recommenders. Judges will not be able to view the application while in the **Hold for Later Submission** mode. Alumni applicants cannot add, change, or delete recommenders and documents once the Hold has been removed from the application and the application has been submitted. **Applicants who use the Hold for Later Submission option to work on their documents must go back to those applications and click on the Release My Application button in order to release those applications to the judges for review.**

## 7.0 Managing Documents

Applicants may upload multiple versions of application documents (resumes, cover letters, grade sheets, and writing samples) so that they can customize their applications. OSCAR has several explicit requirements pertaining to any documents uploaded to the system.

- **ALL DOCUMENTS UPLOADED TO THE SYSTEM MUST BE IN .pdf format. The only exception is cover letters created in the OSCAR online editor.**
- **OSCAR DOES NOT ACCEPT ANY SCANNED DOCUMENTS (e.g., transcripts and writing samples). Applicants must type up grade sheets and upload the file as a .pdf document.**
- **FILE SIZE LIMITS: The document size of resumes, cover letters, and writing samples uploaded must not exceed 300 kilobytes. The document size requirement for grade sheets is 100 kilobytes or less.**

At the time you actually build and submit an online application to an OSCAR judge (explained in further detail below), you will be able to select a particular uploaded version of each document type to attach to that application for that judge.

Theoretically, you may submit a different version of each of your documents to each judge to whom you are applying. However, OSCAR is configured in such a way that you may only have a certain number of each document type uploaded at any one time. Therefore, if you are applying to a large number of OSCAR judges, you may need to upload your documents and build your online application in stages.

When you click on the My Documents tab, OSCAR will display the document upload limits. The first number shown after each document category is the number of documents you have uploaded. The second number is the maximum number of versions of a particular document type you are permitted to have in your uploaded files at any one time: up to 3 resumes, up to 25 cover letters for letters uploaded as a .pdf file, up to 3 writing samples, up to 2 law school grade sheets (for transfer students), and up to 3 other grade sheets. **(NOTE: OSCAR provides an online editor that allows applicants to actually create cover letters in the system. If you use the online editor, there is no cover letter limitation.)**

The 25-cover letter limitation does not mean that you may not apply to more than 25 judges. Nor does it mean that, in the event you decide to apply to more than 25 judges, you cannot use a different version of your cover letter to build and submit your applications for each judge to whom you are applying. It does, however, mean that you may only build and submit 25 applications at a time. After you submit your first 25 applications and select

the versions of the documents to be attached to each application, you will need to go back to your uploaded documents folder and delete the previously uploaded 25 cover letters. Then, you will need to upload the cover letters for the next (up to) 25 judges to whom you are applying before you actually build and submit applications for these additional judges.

**Note: Deleting the old letters from your uploaded documents file WILL NOT delete the cover letters from the applications you have already submitted. Additional**

**Note: You will be able to edit your applications and attach different or revised versions of application documents up until the time the judges view your application materials (for current students, that will be through noon September 4<sup>th</sup> Eastern Standard Time).**

An alternate method to the 25-cover letter limitation is using the OSCAR Online Editor to create a generic cover letter that can be used for ALL clerkship applications. Applicants may use the merge codes provided under "Judge Merge Fields" to customize the cover letter with each judge's information when attached to the application(s) (see section 7.3 below).

### 7.1 Uploading a Document from a .pdf File

1. To upload a document, click on the **My Documents** tab.
2. Click on the [Add New] button.

Figure 7. Adding a New Document

The screenshot shows a web form for adding a new document. On the left, four blue boxes with white text provide numbered instructions: 3. Enter a unique name for the Document Label. 4. Choose a Document Type: Resume, Cover Letter, Writing Sample, Law Grade Sheet, Other Grade Sheet. 5. Click [Browse] and select the file. All files must be in .pdf format. 6. Click [Upload] to complete the process.

The form itself has a title 'Document' and a horizontal line below it. Below the line, it says 'Maximum individual file size allowed for uploaded documents is 300 KB.' There are two input fields: 'Document Label:' followed by a text box, and 'Document Type:' followed by a dropdown menu. Below these is another horizontal line. Underneath, it says 'Maximum File Size: 100KB for Grade Sheets, 300 KB for all others'. There is a 'File:' section with the text 'Please select your document to upload' and a 'Browse...' button. At the bottom of the form are two buttons: 'Upload' and 'Cancel'.

### 7.2 Viewing, Editing, and Deleting Documents

1. After uploading documents, you may go back to My Documents to verify that the document in .pdf format was uploaded correctly and free of errors.
2. Within OSCAR, you may not edit a document that was uploaded as a .pdf file (except for cover letters created using the OSCAR online editor). To edit a document, you must use your word processing software, save the edited document in .pdf format, delete the older version from "My Documents," and upload the new one (see section 7.1 above).

**Note: Editing documents WILL NOT replace the previous documents in already submitted applications or applications identified as Hold for Later Submission. You must go back to the application and substitute the edited document.**

3. To delete a document, click on the **Delete** icon  within My Documents. OSCAR will display a message that states "Are you sure you want to delete this document?" Click **OK** or **Cancel**.

### 7.3 Creating a Cover Letter Using the OSCAR Online Editor

In creating cover letters in the online editor, OSCAR provides the following five preset mail merge fields that users may use in creating their letters. To use the merge fields, highlight the merge field and copy it into the online editor.

- [judge\_fname] – judge first name
  - [judge\_lname] – judge last name
  - [Formatted\_judgename] – includes first name, last name, and generation/suffix (e.g., Jr.)
  - [honorable\_judgename] – includes first name, last name, and generation/suffix (e.g., Jr.) with the title "The Honorable"
  - [Formatted\_address] – includes the judge's address lines 1,2 and 3; city; state; and zip code
1. Click on the **My Documents** Tab on the navigation bar.
  2. To add a new document, click on the [Add New] button.
  3. Enter the name of the document in the Document Label field.
  4. From the Document Type field, click on the dropdown list and select Cover Letter.

Figure 8. Cover Letter Online Editor and Judge Merge Fields

**Note:** To insert a single line break, hold down the **Shift** key and press **Enter**. Please note that inserted images will not be included in the final generated PDF document.



The system will refresh and the online editor will appear. Select and copy the merge fields that you would like to use for your letter and type your letter. **(Note: Pressing SHIFT Enter on your keyboard will allow you to single space between the lines.)**

**Judge Merge Fields**

If you choose to type in a cover letter here, you may then attach this letter to your applications. Using these mail merge fields will automatically cause the judge's information to be entered into your letter when you attach it.

*For convenience, you may copy and paste this suggested judge address block and salutation line for your letters in the online editor. Make sure that you copy all characters, including the brackets.*

[honorable\_judgement]  
[formatted\_address]

Dear Judge [judge\_name]:

*Otherwise, you copy and paste any of the fields listed below in the address block or body of your letter.*

[judge\_fname]  
[judge\_lname]  
[formatted\_judgement]  
[honorable\_judgement] (judge name with The Honorable)  
[formatted\_address]

5. Click on the [Upload] button when you have completed your letter. (Note: This cover letter can be used for all your applications. The merge functions will automatically replace the judge's information on each application submitted under the Clerkships tab.)

Note: Copying and pasting from a Word or WordPerfect document into the online editor may result in formatting issues due to hidden characters and format items in Word or WordPerfect documents. We recommend that you type the text in the online editor below, and use the online editor for merging and formatting. However, if you choose to copy and paste, we suggest that you paste the text to Notepad first, which you can find from the Windows Start menu under Programs/Accessories. Pasting to Notepad will strip most (though not necessarily all) of the hidden characters. You can then copy and paste the text from Notepad to the online editor box, then add/edit text or make formatting changes.

**Tip: Use the plain text feature or Shift Enter key to eliminate double spacing.**

**Tip: You may copy from a Word or WordPerfect document if upon pasting you use the "Paste as Plain text" feature on the second row of the OSCAR online editor.**

Note: Cover letters created using the Online Editor may be edited as many times as needed versus uploading the cover letter as a file, which cannot be edited, only deleted and replaced.

## 8.0 My Recommendations

Applicants must identify all their recommenders before submitting applications—this is a similar function to uploading your application documents ahead of time. My Recommendations tab is where you go to select your recommenders (**My Pool of Recommenders tab**) and to check the status of your recommendation letters (**Status of Recommendation Letters tab**).

### 8.1 My Recommenders

OSCAR recognizes two types of recommenders in the system: (1) faculty recommenders and (2) non-faculty recommenders.

- **Faculty Recommenders** – Users select their faculty recommenders from a dropdown picklist of recommenders already uploaded by the law school under **Choose Existing Recommenders**.
- **Non-Faculty Recommenders** – Users enter the name and contact information (recommender email address, phone number, and assistant's email address) of their non-faculty recommenders under **Create New Recommender**.

For each law school participating in the OSCAR program, the law school administrator is required to upload a master directory that contains a list of faculty recommenders for the law school. Applicants select their faculty recommenders from the master directory pick list located in the drop down menu under **Choose Existing Recommender**. (**Note: Recommenders cannot be deleted once the application(s) has been submitted and are viewable to judges.**)

Figure 9. Creating/Selecting a Recommender

Check the Choose Existing Recommender drop-down menu to select your faculty recommenders that were previously uploaded by your school. Select them and click [Add to My Recommenders]. If not, enter their information in the 'Create New Recommender' form and click [Save] to add them.

Choose Existing Recommender

Create New Recommender

Last Name\*:

First Name\*:

Email\*:

Verify Email:

Phone Number:

Assistant cc: Email:

### 8.1.1 Setting Your Recommenders

From the My Pool of Recommenders tab, applicants identify their faculty and non-faculty recommenders for use in applications. OSCAR automatically sets these recommenders that have been selected as default recommenders, which means that their names will automatically populate the recommender fields for each of your applications. Note: You can change the default settings of recommender using the Batch Options button.

1. Go to **My Recommendations** tab and click on **My Pool of Recommenders**.
2. Check to see if your recommenders are among those whose contact information has already been entered by your law school by clicking on the pulldown menu in the "Choose Existing Recommender" section. For each of your recommenders listed, click on his or her name and then click the "Add to My Recommenders" button.
2. ONLY if your recommender is not among those listed by your school -- add each of your unlisted recommenders (non-faculty) by filling in the fields in the "Create New Recommender" section. Be sure to review your entries -- especially the email address -- carefully before clicking "Save."
3. The recommenders you select and/or add will be displayed at the bottom of the screen in the "Current Recommenders" section. (For recommenders you select from the pulldown menu, the phone number and assistant email will not be displayed to you publicly but are stored within OSCAR already.)
4. OSCAR automatically sets each of your current recommenders as "Default Recommenders," which means that their names will automatically populate the recommender fields for each of your applications. You can change their "default" status by clicking on the boxes to the left of their names in the "Current Recommenders" section below and then choosing "Unset as Default Recommender" from the Batch Options pulldown menu. **Note: When creating individual applications, you continue to have the option of deleting one or more of your default recommenders and/or adding one or more non-default recommenders from your pool.**

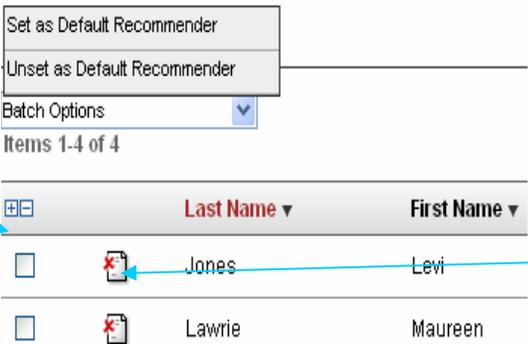
**NOTE:** You have just created your pool of recommenders above. You still need to **CREATE** the clerkship application in order to generate the recommendation requests for the recommender and to trigger the Evite email to the recommender if you are the **FIRST** applicant to request a recommendation letter from that recommender. Most often faculty recommenders have already received their Evite email with login information. See Section 9.0 to create the application.

### 8.1.2 Deleting Recommenders

1. To delete the names of recommenders from your list of **Current Recommenders**, click on the delete icon in the column located to the left of the recommender's name. Deleting a recommender will cause pending recommendation requests to be deleted as well. It will not change any requests that have already been sent.

Figure 10. Deleting a Recommender

To set/unset a default recommender, check off the desired recommender and use Batch Options.



		Last Name ▼	First Name ▼
<input type="checkbox"/>		Jones	Levi
<input type="checkbox"/>		Lawrie	Maureen

Click the delete icon to remove a recommender from the list.

## 8.2 Status of Recommendation Letters

Under My Recommendations, OSCAR provides a tab titled "Status of Recommendations." This tab is where you can view the status of all your pending recommendations.

1. Go to **My Recommendations** and click on **Status of Recommendation Letters** tab. The Complete column indicates the status of the letter of recommendation. Completed letters will display a green check mark ✓ in the Complete column. Incomplete letters will display a red asterisk ✖. The Application Status column displays the following icons based on the status of your applications: "A" for Applied, "H" for Hold for Later Submission, and "W" for Withdrawn.

To perform a search on completed or pending letters of recommendation, use the 'Recommendations Complete' search. Applicants may also search for recommendations by keyword, which queries the recommender's name. Once search criteria have been entered, click [Apply Search].

Figure 11. Status of Recommendation Letters

Recommendations Complete  yes  no Keywords

---

i Below is a list of recommendation requests that have been sent. Completed letters will display a ✓ in the Complete column. Incomplete letters will display a ✖. The Application Status icons based on the status of your applications: "A" for Applied, "H" for Hold for Later Submission, and "W" for Withdrawn.

Items 1-1 of 1

Recommender ▼	Judge ▼	Complete ▼	Last Updated ▼	Application Status
Roosevelt, Theodore	Judge, Demo	✓	Sep 01, 2006 11:11 am	<span style="border: 1px solid black; padding: 2px;">A</span>

**Note: The Clear button resets the search criteria. You must click on the Clear button after you have completed your search to erase your previous search criteria.**

### 8.3 Deleting/Changing a Recommender from an Application

You can delete or change a recommender from an application as long as the application has not been released to the judge. Note: To change a recommender, ensure that the recommender you want to substitute is already selected and listed under your **Current Recommenders** list under the **My Pool of Recommenders** tab.

1. Go into the application(s) you wish to update under the **Clerkships** tab.
2. To change/update recommenders, simply check/un-check the recommenders and click **Update Application**. When the confirmation page appears showing the changes, click OK to proceed with changes.

Figure 12. Change/Update/Delete Recommender

**Recommenders:**  
You can add or remove recommendation requests until the application has become visible to the judge.

- Jones, Levi
- Palmer, Carson
- Test-3, Test-3
- Lawrie, Maureen

**Hold for Later Submission:**  
This action holds the application until you have finalized your documents. Once your application is ready for release, click on "Release My Application". Please note that once you release your application to the judge, you cannot make any further changes to the application.

**Release My Application**

---

**Update Application**   **✖ Delete**

---

## 9.0 Clerkship Opportunities

The Clerkships section is the area where the applicant actually searches for clerkship positions and applies online. Applicants can perform the following functions:

- View clerkships
- Perform advanced searches for clerkships
- Flag clerkships and move them to folders
- Apply to clerkship positions

From this page, users may perform several, simple basic searches by selecting judge type, keywords, clerkship status, has positions, application submitted, and application withdrawn and clicking on [Apply Search]. Note: The Clear button resets the search criteria.

The Clerkships page displays an alphabetical listing of all judges participating. The user can review an individual clerkship by clicking on the last name of the judge or by clicking on the term of the clerkship position. Users can add an individual clerkship to a folder by clicking on the Add to Folders link in the Clerkship Information section. The information section displays an icon with the letter "A" for applied, "H" for hold for later submission, and "W" if the user withdraws an application. The Clerkships section has a Batch Options feature that allows you to select multiple clerkships (using the check box in the left-hand most column) and perform the following actions:

- **Replace Resume/Cover Letter** – Replace the resume or cover letter with the chosen selections.
- **Add to New Folder** – Add the clerkship to a new folder. A new window will display, prompting you for a folder name.
- **Add to Existing Folder** – Add the clerkship to an existing folder.
- **Remove from Existing Folder** – Remove the clerkship from the folder in which it currently resides.
- **Delete Folder** – Delete a folder.
- **Release for Viewing** – Release the application materials to the judge(s).

## 9.1 View a Clerkship

1. Click on the **Clerkships** tab on the top navigation bar.
2. From the Clerkships tab, click on the clerkship term (e.g., 1-year, 2-year, career) located under Clerkship Information under a judge's name to review details about the clerkship. The Clerkship Details tab displays the following judge information: judge's name, location, court, judge type, and status. The Position Information section displays the term, start/end dates, description document requirements, number of recommendations required, and any other requirements. **Please note: Judges may have multiple positions.**
3. To view a specific clerkship position, click on the link to the clerkship term you are interested in. This will take you to the Clerkship Details tab where you can view the details of the clerkship position. Also from the Clerkship Details tab of a judge, you have the option of adding the clerkship position to a folder by clicking on the [Add to Folders] button or [Build an Application]/[Update an Application].

Note: To view a clerkship position in more detail, click on the link to the judge's last name, which takes you to the Judge Details tab and OSCAR will display more information on all of the clerkship position(s) for that judge that are available. From this page, you can build/update your application.

Figure 13. Clerkship List

Judge Type

Keywords

Searches for a match on a judge name or city.

Clerkship Status  Available  Filled

Has Positions  yes  no

Application Submitted  yes  no

Application Withdrawn  yes  no

Batch Options  [\[What's this?\]](#)

Items 1-1 of 1 (0 items selected)

Last Name ▼	First Name ▼	Type of Judge ▼	Court ▼
<a href="#">Alesia</a>	James H.	District Judge	U.S. District Court, Northern District of Illinois
CLERKSHIP INFORMATION			
<input type="checkbox"/> <input checked="" type="checkbox"/> <a href="#">2 Years</a> Term Start: 3/27/2007 Term End: 3/27/2009 Accepting Applications: 3/26/2007 - 12/31/2007 <span style="color: green; font-weight: bold;">Available</span> <input type="button" value="ADD TO FOLDERS"/>			

Figure 14. Clerkship Details and Position Information

---

Judge Mark Adams

---

Fullname:  
**Mark Adams**

---

Website:  
<http://www.dcd.uscourts.gov/Position-Vacancy-2007-LawClerk.pdf>

---

Location:  
**Dallas, TX**

---

Court:  
**United States Bankruptcy Court**

---

Judge Type:  
**Bankruptcy Judge**

---

Circuit Code:  
**03**

---

Other Requirements/Criteria:  
**look at this [www.dcd.uscourts.gov](http://www.dcd.uscourts.gov)**

Clerkships

**CLERKSHIP 1**

Clerkship Term:  
**1 Year**

---

City:  
**Dallas**

---

Required Documents:  
 Resume  Cover Letter

**You have not applied to this clerkship. Click below to apply.**

## 9.2 Search for Clerkships

The OSCAR system has an **Advanced Search** feature that allows users to perform searches for clerkships on city, state, specialty court, circuit code, district code, judge type, clerkship status, clerkship term, judge preferences, application submitted, and application withdrawn. Users also have the ability to perform a keyword search for a match on a judge name or the city.

**Note: Please be aware that your search results are only temporary and will disappear once you either perform another search or log out of your current OSCAR session. In order to save your results (or selected clerkships from your search results page), you will need to save them in a folder before logging out or moving on to another search. OSCAR's electronic folder system enables you to save and organize the clerkships you select from multiple searches over multiple sessions. Instructions for creating folders and managing their contents can be found in the next section ("Creating Folders and Moving Clerkships").**

**Note:**

The CIRCUIT CODE is simply the numeral for the particular circuit or "DC" or "FED". So, for example, the CIRCUIT CODE for the First Circuit is "1". Within the Advanced Search webpage, OSCAR has a link that the user can click on to obtain a list of circuit codes. Please note that district judges, magistrate judges, and bankruptcy judges (as well as circuit judges) all sit within a particular circuit so, if necessary, use the "judge type" search field to narrow your search to a particular type of judge.

The DISTRICT CODE is the two-letter abbreviation for the particular state followed by the abbreviation for the particular district. So, for example, the DISTRICT CODE for the Southern District of New York is "NYS". The DISTRICT CODE for the District of Massachusetts is "MA". Within the Advanced Search webpage, OSCAR has a link that the user can click on to obtain a list of the District Codes. Please note that magistrate judges and bankruptcy judges (as well as district judges) all sit within a particular district so, if necessary, use the "judge type" search field to narrow your search to a particular type of judge within a particular district.

The JUDGE TYPE includes District Judge, Magistrate Judge, Bankruptcy Judge, and Circuit Judge.

Users may perform two types of searches. The **“And”** search requires search results to match all criteria selected (e.g., selecting “New York” as the state and “District Judge” will yield all clerkships located in the state of New York for district judges). The **“Or”** search will return results that match any criteria (e.g., selecting “New York” and “District Judge” will yield all clerkships in the state of New York and all clerkships for district judges). Note: OSCAR automatically defaults to an “And” search.

1. Click on the **Advanced Search** tab to perform a search.
2. Select the type of search by clicking on And or Or.
4. Select the desired search criteria and click on the [Submit] button.

**(Note: The Clear button resets the search criteria. You MUST click on the Clear button after you have completed your search to erase your previous search criteria.)**

Figure 15. Advanced Search

The screenshot shows the 'Advanced Search' tab selected in a navigation bar. Below the navigation bar are 'Submit' and 'Clear' buttons. The search options are as follows:

- And/Or:** Radio buttons for 'And' (selected) and 'Or'.
- Keywords:** A text input field with a red note: "Choosing 'And' will require search results to match all criteria. Choosing 'Or' will return results which match any criteria. Searches for a match on a judge name or the city."
- City:** A text input field.
- States/Territories:** A dropdown menu with options: Alabama, Alaska, Arizona, Arkansas, California.
- Specialty Court:** A dropdown menu with options: U.S. Court of Federal Claims, United States Court of International Trade.
- Circuit Code:** A dropdown menu with options: 01, 02, 03, 04, 05. A red note says "See explanation on right."
- District Code:** A dropdown menu with options: AK, ALM, ALN, ALS, ARE. A red note says "See explanation on right."
- Judge Type:** A dropdown menu with options: District Judge, Magistrate Judge, Bankruptcy Judge, Circuit Judge.
- Clerkship Status:** A dropdown menu with options: Available, Filled.
- Clerkship Term:** A dropdown menu with options: 1 Year, 2 Years, Career, Temporary.
- Number of Recommendations:** A dropdown menu and a text input field.
- Law Review Preferred:** Radio buttons for 'yes' and 'no'.
- Other Journal Preferred:** Radio buttons for 'yes' and 'no'.

### 9.2.1 Keyword Searches

Users have the ability to perform keyword searches for a match on a judge name or the city from within the Keyword field.

1. Enter search criteria in the Keywords field.
2. Click on the [Submit] button.

**(Note: The Clear button resets the search criteria. You must click on the Clear button after you have completed your search to erase your previous search criteria.)**

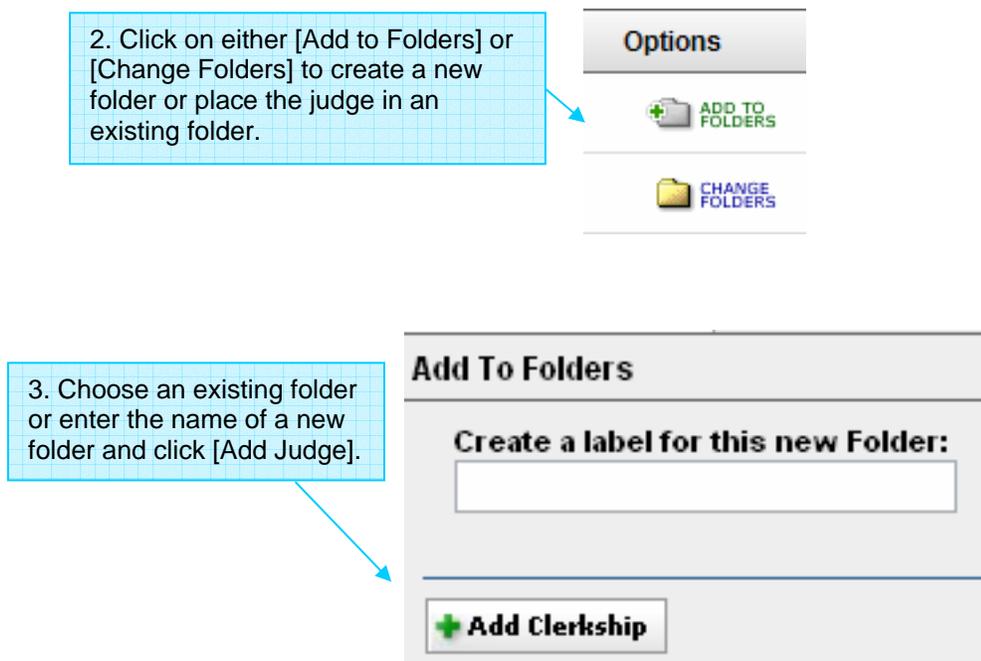
## 9.3 Creating Folders and Moving Clerkships

Applicants may manage their clerkships by “filing” them in folders, one at a time or in batches (see the following page). The folders may be labeled as the applicant wishes. (Example: An applicant may categorize clerkships as “Circuit,” “California,” “1-year Term,” etc. and sort the clerkships into folders.)

### 9.3.1 Creating a New Folder

1. Go to **Clerkship** tab. Note: This action may also be performed on the Judge Details page).

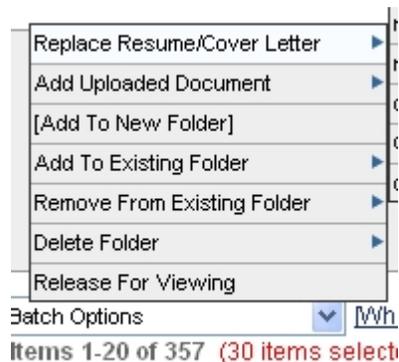
Figure 16: Adding a Judge’s Clerkship Position to a Folder



A new folder may also be created, and multiple clerkships added to it at one time, by using the **Batch Options** feature.

Figure 17: Adding a Judge to a Folder via Batch Options

Check off the desired judge(s) and use Batch Options and select Add To Existing Folder or any of the other folder options as needed.



Note: The Second Batch Option feature in the figure above “Add Uploaded Document” is not longer available.

### 9.3.2 Viewing the Contents of Folders

Once you have created one or more folders, you may view a complete list of all the clerkship positions you have placed in any folder by clicking on the Folders tab. At the top of the list, you will see several search criteria that will allow you to view subsets of judges from your folders: Folders, Judge Type, Keywords, Clerkship Status, Has Positions, Applications Submitted, and Applications Withdrawn. To use any of these criteria, you must choose the criterion and then click on the [Apply Search] button.

*Example: Viewing Positions in a Specific Folder*

1. To view the positions in a particular folder, go to the dropdown menu labeled **Folders** and click on the name of the folder you wish to view.
2. Click on [Apply Search] to get the list of positions in that folder.
3. To clear your search criteria and return to your list of all clerkship positions in all folders, click on the **Clear** button in the upper right.

### 9.3.3 Adding or Removing a Clerkship to or from a Folder

Clerkships may be added to or removed from folders one at a time, by clicking on the **Add to Folders/Change Folders**, or in batches. To add or remove more than one clerkship:

1. From the **Clerkships** tab, click the check box next to each clerkship position to be removed from a folder.
2. Click on **Batch Options** and select **Add to Existing Folder** or **Remove from Existing Folder**.
3. Select the applicable folder from the list that displays and click on it.

### 9.3.4 Deleting a Folder

1. From the **Clerkships List**, click on **Batch Options** and then **Delete Folder**.
2. Select the folder you wish to delete and click on it.
3. At the prompt "Are you sure you want to delete this folder? This cannot be undone!" click **OK**.

Note: Deleting a folder or a clerkship does not remove the clerkship from the main Clerkships List. It simply removes the clerkships from the deleted folder.

## 9.4 Applying to a Clerkship Position

The Clerkships and Folders sections are where applicants can identify the clerkship positions to apply to, select uploaded versions of their application documents to attach to their applications, identify the recommenders, and create/submit the applications. **In order to submit an application, OSCAR requires the user to upload the resume. The minimum requirement for submitting an application in OSCAR is a resume;** if no resume is attached to an application, it will not be created or submitted to a judge until the resume is added. Applicants should upload their application documents to OSCAR before starting any applications. Applicants need to CREATE the clerkship application in order to generate the recommendation requests for the recommender and to **trigger the Evite email to the recommender if you are the FIRST applicant to request a recommendation letter from that recommender. Most often faculty recommenders have already received their Evite email with login information.**

OSCAR releases applications to judges based on the status of the applicant:

- Alumni – applications are released immediately or the applicant can use the Hold For Later Submission option until the letter of recommendation is uploaded or all required information has been added to the applications.
- Students – applications are automatically held in the OSCAR system until noon September 4, 2007 (eastern standard time). After the September 4<sup>th</sup> release date, students will have the Hold for Later Submission option available to them as well.

**Note: Once an Alumni creates and submits an application, recommenders cannot be changed; recommenders are now locked. However, placing an application in the Hold For Later Submission status (explained below) permits an Alumni to edit and change recommenders up until the application is released. Current students are able to change their recommenders up until the release date for all applications. If an Alumnus submits an application without identifying a recommender, OSCAR does not allow the applicant to add a recommender after the fact. OSCAR will not allow an Alumnus to withdraw a recommender after the application has been submitted.**

**Applicants also have the option of deleting applications. However, if the application has already been released to the judge, this option will not be available. Current law students will be able to delete applications up until the day applications are released to judges. Alumni applicants MUST select "yes" under the Hold for Later Submission option in order to edit and delete applications.**

When an Alumnus clicks Submit, their applications are made available to judges immediately and cannot be changed. **However, OSCAR has the Hold for Later Submission Option available for alumni.**

The **Hold for Later Submission** Option allows alumni to identify a clerkship position, upload a resume, and select recommenders. Alumni can continue working on their application materials. Judges will not be able to view the application while in the Hold for Later Submission mode. **Applicants who use this option to work on their documents must go back to those applications and click "Release Application" in order to release those applications to the judges.**

1. From either **Clerkships** or **Folders**, click on the link to the clerkship position button.
2. The **Clerkship Details** tab appears displaying the following judge information: judge's name, location, court, judge type, and status. The Position Information section displays the term, start/end dates, description document requirements, number of recommendations required, and any other requirements.
3. To apply, click on the clerkship term (e.g., 1 Year, 2 Years, Career) under Clerkship Information of a judge that is currently accepting applications. On the right side of the page, go to **Build Application** to begin.

Figure 18: Building an Application

**Build an Application** ☐

\* indicates a required field

**My Documents:**  
Select documents you have uploaded in My Documents Section

**Cover Letter [\[new\]](#):** ← Click [new] to upload another document or in the case of a Cover Letter, create a new letter in the system.

[select] ▼

**Resume [\[new\]](#)\*:** ←

[select] ▼

**Writing Sample [\[new\]](#):**  
No Writing Samples found!

[select] ▼

**Law Grade Sheet [\[new\]](#):**  
No Law Grade Sheets found!

[select] ▼

**Other Grade Sheet [\[new\]](#):**  
No Other Grade Sheets found!

[select] ▼

**Recommenders:**  
You can add or remove recommendation requests until the application has become visible to the judge.

- Jones, Levi
- Palmer, Carson
- Test-3, Test-3
- Lawrie, Maureen

**Hold for Later Submission:**  
This action holds the application until you have finalized your documents. Once your application is ready for release, click on "Release My Application". Please note that once you release your application to the judge, you cannot make any further changes to the application.

yes    no

**Create Application** ← 6. Click [Create Application] once all documents have been chosen.

4. Select the desired document from the various drop-down menus.

5. Verify your recommenders.

For Alumni Only: Choose **YES** to hold the application for submission. Documents may be changed and recommenders removed until the applicant clicks [Release My Application] to release it to the judge.

7. A confirmation page detailing the documents submitted and recommenders chosen will display. Click [OK] to create the application or [Cancel] to go back to the application package. Note: As described below, you will be able to change all other documents attached to an application up until applications are viewable to judges.

### 9.4.1 Editing Applications

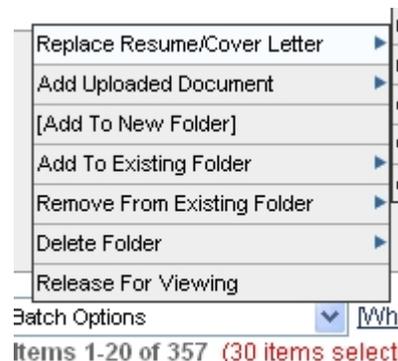
Applicants have the ability to change document materials (resume, writing sample, law school grade sheets, other grade sheets, and cover letters) already attached to an application until the judge review date. Applicants may also modify their selection of recommenders up until the release of the application. Current students may change their application materials up until noon on September 4<sup>th</sup>, the release date of ALL applications. For law school graduates (“Alumni”), judge review is immediate unless the application is placed in the Hold for Later Submission option; once the applications are released, they cannot be changed. **Note: Prior to changing the application, the user must upload the revised document or new documents under the My Document section.** Simply revising the version in your uploaded documents files (in My Documents) will have no effect on the versions you have already attached to submitted applications. If you want to make changes to applications already submitted, you may change them via Batch Options on the list of Judges or click into each application and attach the revised version.

#### 9.4.1.1 Replacing Resume/Cover Letter via Batch Options

1. Go to the list of judges under Clerkships.

Figure 19: Changing Documents via Batch Options

2. Check mark the clerkship position(s) for which you wish to change documents and use Batch Options and select Replace Resume/Cover Letter, then choose the desired document. The change occurs as soon as a selection is made.



Note: The Second Batch Option feature in the figure above “Add Uploaded Document” is no longer available.

#### 9.4.1.2 Changing Documents Individually

1. From the Clerkships List, click on the link to the clerkship term corresponding to the judge to whom you submitted an application that you would like to modify.
2. Go to the document field that you would like to modify and click on the dropdown list to select the document. Note: For documents already uploaded to the application, OSCAR shows [leave current] next to the dropdown list. If the user would like to change that document, click on the pull down list. If you previously submitted your applications without attaching any version of a particular document type, OSCAR will display [select] rather

than [leave current]. You will need to click on the dropdown list for each document type you wish to update and select the updated document.

3. Click on [Update Application]. The Clerkship Details screen will appear notifying the user of the changes made and requesting confirmation. Click [ok] to confirm

### 9.4.2 Withdrawing an Application

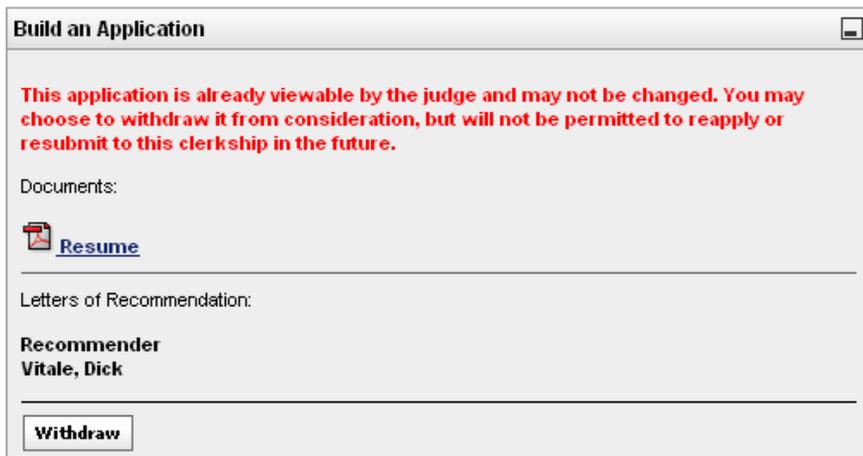
Applicants may withdraw an application from a judge. **The Withdraw button only appears after the application(s) are released to the judges.** Prior to that, the Delete option is available.

1. From the Clerkships List, click on the link to the clerkship term for the judge that you would like to withdraw the application.
2. Click on the [Withdraw] button at the bottom of the Build an Application sidebar.
3. OSCAR will display a warning message stating “This application is viewable by the judge. If you choose to withdraw it, you will not be permitted to resubmit or reapply to this clerkship.” Click [OK].

Note: OSCAR will display  icon in the Status column from the Clerkships screen to denote an application withdrawn. Applicants can withdraw an application at anytime after release to the judge. When an applicant withdraws an application, OSCAR automatically deletes that application from the judges’ list to which that application was initially made.

**Please take caution when withdrawing applications because you cannot reapply to a clerkship that was previously withdrawn.**

Figure 20. Withdrawing an Application



### 9.4.3 Deleting a Clerkship Application

Current students are able to delete applications up until the release date; however, alumni applicants must place their application(s) in the Hold for Later Submission option in order to delete an application.

1. Click on the link to the clerkship term for which you already applied and you would like to delete.
2. From the Clerkship Details screen under **Build an Application**, click on the [Delete] button on the right-bottom hand side of the screen.
3. Once delete is clicked, a message appears stating "This application is not yet viewable by the judge. If you choose to delete it, you may reapply at a later time." Click OK to proceed.

Figure 21. Deleting a Clerkship Application Screen

**Recommenders:**  
You can add or remove recommendation requests until the application has become visible to the judge.

Jones, Levi  
 Palmer, Carson  
 Test-3, Test-3  
 Lawrie, Maureen

**Hold for Later Submission:**  
This action holds the application until you have finalized your documents. Once your application is ready for release, click on "Release My Application". Please note that once you release your application to the judge, you cannot make any further changes to the application.

**Release My Application**

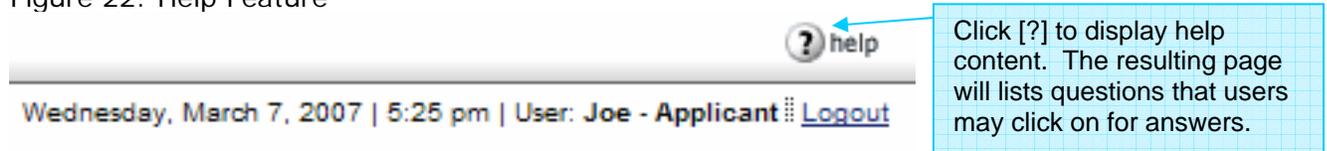
---

**Update Application** **✖ Delete**

## 10.0 Using the Help Feature

OSCAR provides a Help feature for users to access when they have any system questions. The Help feature is located at the top right of the screen.

Figure 22: Help Feature



## 11.0 Logging Out

To log out of the system, click on **Logout** located at the top right of the screen. Users may log out of the system from any OSCAR screen.

Figure 23. Log Out Screen

