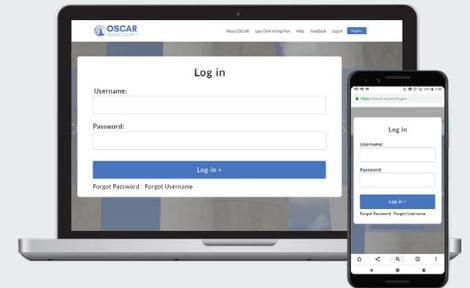


This Quick Reference Guide will help get you started in OSCAR, including navigating and managing your:

- Home Page
- Recommendation Requests
- Recommendation Letters
- Documents
- Profile

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

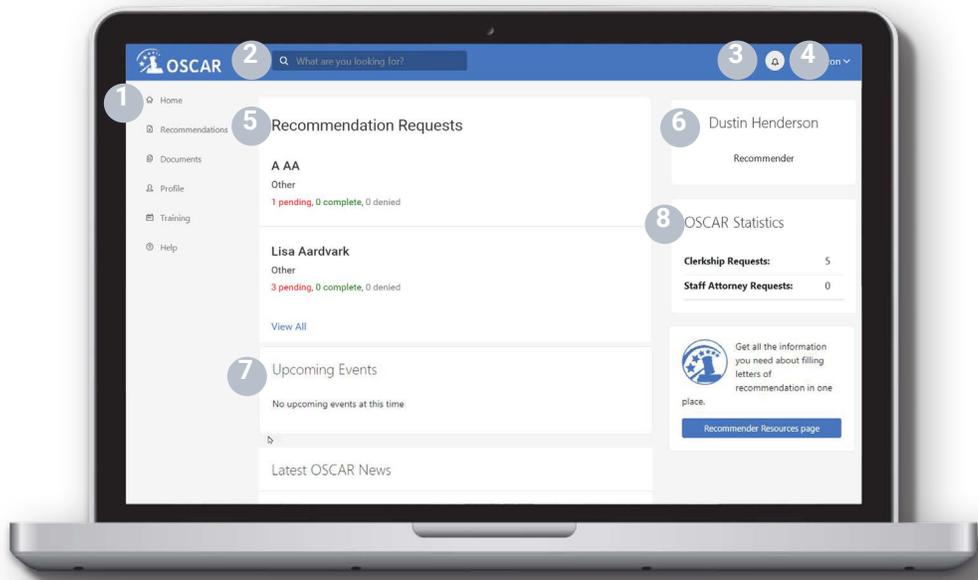
If you need assistance accessing your account, please contact the OSCAR Program Office.



<https://oscar.uscourts.gov>

Your Home Page

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



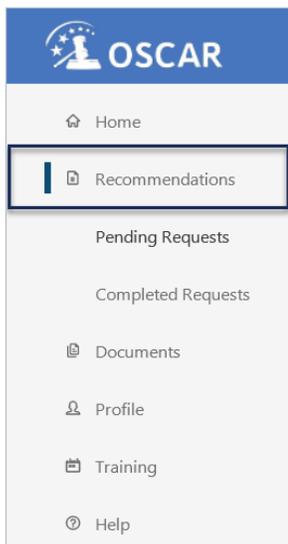
- 1 Left Navigation:** Access your recommendations, documents, profile, training, and help.
- 2 Search Box:** Search for content across the site. Type in your criteria and press "Enter" to search.
- 3 Notifications:** System notifications, such as pending recommendation requests, display here.
- 4 User Dropdown:** Quick access to your account and preferences.
- 5 Recommendation Requests:** A quick view of your most recent recommendation requests.
- 6 User Information:** A summary of your account type and general information.
- 7 Upcoming Events:** A quick view of upcoming events including training opportunities.
- 8 OSCAR Statistics:** An overview of your current recommendation requests.

Recommender Accounts in OSCAR

Recommenders do not register for their own accounts in OSCAR. To get a recommender account, applicants or law schools must generate an electronic request for a recommendation letter. When the applicant or law school creates an application in OSCAR, they include the recommender's name and email address, and OSCAR sends the recommender an automated email message containing a secure link that can be used to fill the recommendation request. As a recommender, you can fill the recommendation request without creating an account or you can create a password in **Profile > My Account** for future use.

If you did not receive the email (from oscar-support@ao.uscourts.gov) with the link to submit the recommendation, check your spam folder or use the Forgot Username and Forgot Password features on the OSCAR homepage.

How Recommendations Work in OSCAR



Find your recommendations tab in the left navigation.

Electronic letters of recommendation in OSCAR mimic paper letters of recommendation where an applicant requests a recommendation letter, and the recommender writes the letter and sends it directly to the judge on behalf of the applicant. In OSCAR, an applicant generates an electronic request for a recommendation letter. The recommender creates/uploads an electronic letter, and OSCAR sends it to the judge as part of an application. The applicant sees that a recommender submitted the requested recommendation letter but is never able to view its content.

Electronic recommendation letters are confidential. Applicants generate individual requests for recommendation letters for each application they create. If an applicant creates 25 clerkship applications with you listed as a recommender, OSCAR will send you 25 requests for recommendation letters. An applicant cannot attach your letter to additional applications.

However, you can use OSCAR to automatically add your recommendation letter to any additional requests from an applicant for up to one year. If you do not select this option, OSCAR will continue to send you requests for letters of recommendation for any additional applications an applicant creates.

You can also choose to deny any recommendation request.

All of these options are available from the **Recommendations** tab of your OSCAR account.

Note: Once a position closes, there is a 30-day grace period for the recommender to submit a letter, although the judge or staff attorney office may make a hiring decision during this time.

Recommendation Requests

View Pending Recommendation Requests

When you click the link in the email from OSCAR or log into your OSCAR account, you will see your pending recommendation requests. The **Recommendation Requests** box on your home page displays your most recent recommendation requests.

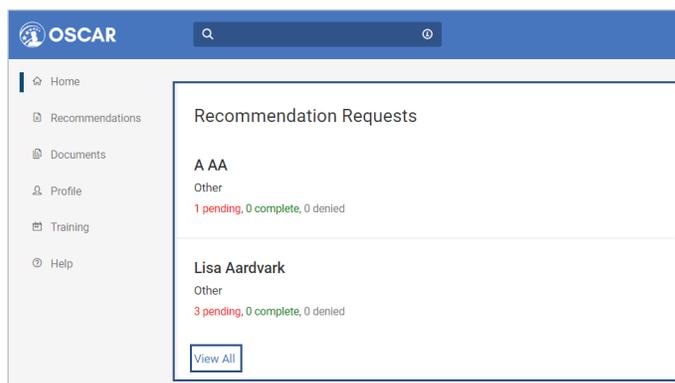
1. Under **Recommendation Requests** on your home page, click **View All** or click **Recommendations > Pending Requests** in the left navigation.
2. View the list of all pending recommendation requests.

Fill a Recommendation Request

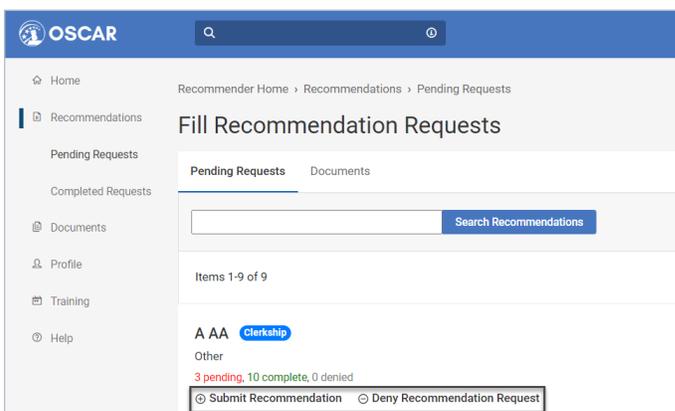
1. Under **Recommendations > Pending Requests**, click the **Submit Recommendation** button.
2. Complete the 3-step process to submit the recommendation letter.

Deny a Recommendation Request

1. Click **Recommendations > Pending Requests**.
2. Locate the request.
3. Under the applicant's name, click **Deny Recommendation Request**. OSCAR displays a pop-up window with names of judges or staff attorney offices the applicant requested recommendations for
4. Choose the requests you would like to deny and click **Deny Recommendation Request**.



View your most recent recommendation requests from your home page.



Submit or deny a recommendation request.

Recommendation Letter Formats in OSCAR

OSCAR provides two options for submitting recommendation letters:

- Upload your letter as a **PDF or Word file**
- Use the **Online Editor** to create a letter with customizable merge fields

If using the Online Editor, you can create a template for future recommendation letters using merge codes to automatically include information such as the letter's date and

the name and address of the judge. Merge codes appear as text surrounded by square brackets, e.g., [honorable_judgename].

Recommendation Type *

Select File

Online Editor

Select your recommendation type.

Recommendation Letters

Upload a PDF/Word File

1. Click **Recommendations > Pending Requests**.
2. Locate the request and click **Submit Recommendation**.
3. OSCAR will open the 3-step process for filling the request. Complete the fields in Step 1.
4. Under **Recommendation Type**, select **Select File**.
5. Choose a recent file from the dropdown or click **Upload File** to upload a new file.
6. Click **Next: Review** and review the recommendation letter.
7. Under "Do you want this letter to attach automatically to future applications?" select **Yes** or **No**.
8. Click **Submit Recommendation**.

Note: Step 3 will confirm your submitted recommendation.

Type/Copy a Letter Into the Online Editor

1. Click **Recommendations > Pending Requests**.
2. Locate the request and click **Submit Recommendation**.
3. Complete the fields in Step 1. Under **Recommendation Type**, select **Online Editor**.
4. Select a recent letter from the dropdown or click **Create Template**.
5. If creating a new template, enter the information in the pop-up screen and click **Create** when complete.
6. Click **Next: Review** and review the recommendation letter.
7. Under "Do you want this letter to attach automatically to future applications?" select **Yes** or **No**.
8. Click **Submit Recommendation**.

Note: Step 3 will confirm your submitted recommendation.

Update Automatic Attachment Settings

1. Click **Recommendations > Pending Requests**.
2. Locate the name of applicant requesting the letter.
3. If you have set the letter to auto-attach to new requests, it will display the expiration date. Click the **expiration date**.
4. OSCAR displays a pop-up window. You can change the expiration date or select **No** to stop the letter from auto-attaching to new requests.
5. Click **Submit**.

View a Letter of Recommendation

1. Click **Recommendations > Completed Requests**.
2. Locate the recommendation.
3. Under the name, click **Preview** to view the recommendation.

Edit a Letter of Recommendation

1. Click **Recommendations > Completed Requests**.
2. Locate the name of the recommendation.
3. Under the name, click **Edit** to view the recommendation.
4. Make your edits in the 3-step process to edit, review, and submit your recommendation letter.

Delete a Letter of Recommendation

1. Click **Recommendations > Completed Requests**.
2. Locate the recommendation.
3. Under the name of the applicant, click **Delete**.
4. A pop-up window will appear asking, "Are you sure you want to delete this recommendation?" Click **OK**.

Note: You cannot edit/delete letters attached to closed positions.

Documents

Create a Template

1. Click **Documents**.
2. Click **Add New**.
3. Enter a **Template Name** and click **Select File** to upload a document or select to use the **Online Editor**.
4. Click **Upload** to save the template and return to your list of templates, or **Save** to save your work and continue.

Edit a Template

Note: You cannot edit a PDF or Word document template in OSCAR. To update these templates, delete the original file from OSCAR and upload a replacement.

1. Click **Documents**.
2. Locate the template you want to edit and click the template name to open it.

3. Make your edits by uploading a new file or using the online editor.
4. Click **Upload** to save the template and return to your list of templates, or **Save** to save your work and continue.

The screenshot displays the OSCAR online editor. On the left is a rich text editor with a toolbar. The main text area contains merge codes: [date], [honorable_judgename], [formatted_address], Dear Judge [judge_iname]:, and Type letter here. On the right is a 'Live Preview' window showing the rendered letter: Nov 1, 2022, The Honorable John Doe, 123 Main St, Washington, D.C. 20001, Dear Judge Doe:, Type letter here., and Sincerely,. At the bottom, there are buttons for 'Upload', 'Save', 'Cancel Changes', and 'Delete'.

Edit an existing recommendation letter template.

Profile

Update Your Profile

1. Click **Profile > My Account**.
2. Under **Change Profile**, make your changes to the name, phone, email, and assistant information fields.
3. Click **Update Profile**.

Change Your Password

1. Click **Profile > My Account**.
2. Scroll down to **Change Password**.
3. Enter and verify your new password.
4. Click **Save Password**.

Allow Law Schools to Fill Recommendations

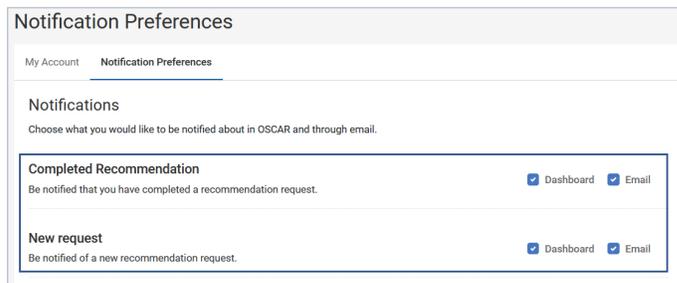
If you are a non-faculty recommender, you can choose to allow law schools to upload letters for their applicants on your behalf.

1. Click **Profile > My Account**.
2. Scroll down to **Recommendation Settings**.
3. Under **Allow Law Schools to Fill Recommendation Requests**, make your selection.
4. Click **Save Recommendation Settings**.

Manage System Notification Preferences

1. Click **Profile > Notification Preferences**.
2. Check/uncheck the boxes for each notification type to select if you want to receive them on your dashboard when logged into the system and/or by email.

Note: OSCAR will automatically save your preferences.



Select your system notification preferences.

Manage Email Notification Preferences

Choose how often you want to receive email notifications for new, pending, completed, and auto-attached recommendation letters.

1. Click **Profile > My Account**.
2. Scroll down to **Email Settings**.
3. Make your selections and click **Update Email Notifications**.

More Information



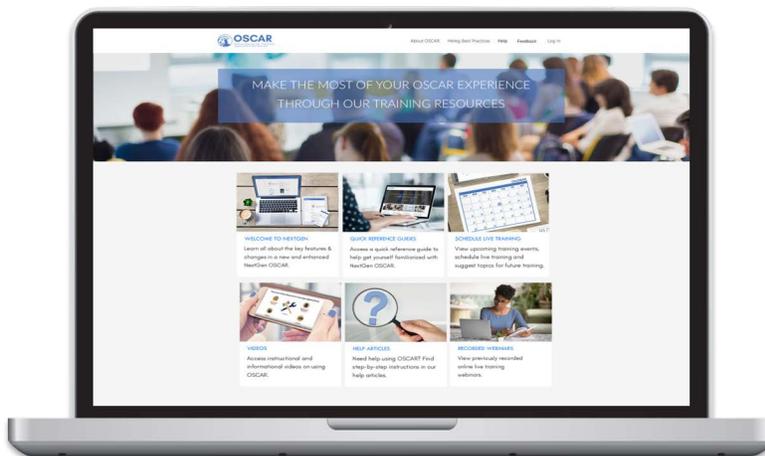
Help

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



Training

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



Contact the OSCAR Program Office

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

Email: oscar-support@ao.uscourts.gov

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