



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.



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