

Overview of The Online System for Clerkship Application and Review (OSCAR)

www.oscar.dcd.uscourts.gov

Important Dates

The Online System for Clerkship Application and Review (OSCAR) is the centralized resource for federal judicial clerkships, including application information. OSCAR includes judges who choose to accept applications electronically through OSCAR and judges who want to receive only paper applications.

OSCAR Version 5.0 (the version of OSCAR the Class of 2010 will be using) will be available beginning May 18th. At this time, the Class of 2010 will be able to access OSCAR to post their application materials, search for clerkships, and begin submitting their applications. OSCAR has a User Guide and a Help Desk, and the Career Development Office (CDO) is available to answer any questions.

The 2009 Critical Dates for Law Clerk Hiring are posted on OSCAR. These dates are as follows:

- Tuesday, September 8, 2009, 10:00 a.m. is the first date and time when judges may receive applications from 3L/4E law school students
- Friday, September 11, 2009, 10:00 a.m. is the first date and time when judges may contact applicants and schedule interviews
- Thursday, September 17, 2009 is the first date and time when interviews may be held and offers made

Help Desk Information

The OSCAR Help Desk information is as follows:

- Help Desk Phone Line: 866-666-2120 or 202-502-3211
- Help Desk Email: oscar-support@ao.uscourts.gov

Application Steps

Below are the basic application steps for using OSCAR. Please refer to the User Guide or contact the Help Desk or the CDO with any questions:

- Use the search functions in the Clerkships section to identify clerkships for which you wish to apply.
- Use the folder functions in the Clerkships section to save and organize your search results.
- Upload the documents you plan to submit (cover letter, resume, etc.).
- Click on the View button next to an individual judge on your judge list to go to your application page for that judge.
- Designate each document that you want to submit to that judge.

- Type in the name and e-mail address of each of your recommenders (along with the e-mail address of each recommender's assistant in the "cc" box).
- Click submit to trigger requests to your recommenders. **When law students click Submit, their applications are held until September 8th; they cannot change their recommenders, but they can edit/replace documents.**

If you have any questions regarding judicial clerkships or OSCAR, please contact Toni St. John or LaShea Blake in the Career Development Office (CDO), 410-706-2080.