

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 11.705-3/11

IN RE: INTERNS AND VOLUNTEERS

Volunteers and interns play an important role in helping the circuit function efficiently while at the same time learning about the judicial branch of government. Volunteers and interns are brought to the circuit either through Court Administration or directly by individual judges. Because of the confidentiality of the work involved and the different levels of supervision provided, a clear explanation of the role of court administration, judges, volunteers, needs to be clearly set forth. Moreover, guidelines and screening processes must be in place with regard to volunteers and interns in order to ensure the security of the court, including the safety of its employees and its computer system, and to ensure that there is sufficient office space, technological resources, and proper supervision.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

- A. **VOLUNTEERS THROUGH COURT ADMINISTRATION:** These are local residents, including students, retirees or anyone with an interest in learning about and assisting with the administration of court programs. These volunteers have a set schedule but may work for a specific or an indefinite time period. Potential assignments may include administrative or in-court duties. Students may receive course credit if approved by both Court Administration and the educational institution in advance. A court administration employee is assigned to arrange the volunteer's work schedule and to supervise the duties of the volunteer; but it is the responsibility of the volunteer to record work hours, if needed.
1. **Applications:**
- a. Applications for volunteer positions are accepted year-round, for either ongoing or specific time frames. Areas in which volunteers are needed to assist are posted on the Fifteenth Circuit's website and with www.volunteermatch.org.
 - b. Volunteers may specify the hours during which they are available and must be more than 18 years of age.
 - c. The volunteer applicant must complete the application form located on the circuit's website. The volunteer program does not have the extensive educational element of an internship.

2. Interview: An interview is arranged with Court Administration to discuss the match between the applicant's skills or preferences and the work available.
 3. Computer Access/Badge/Parking:
 - a. The volunteer will be required to undergo a background and reference check.
 - b. The volunteer will be provided with photo ID badge that does not allow access to secure areas of the courthouse.
 - c. If needed for assigned work, the volunteer may be given a computer user account.
 - d. Volunteers will not be given a parking pass to the employee parking garage. Volunteers will be eligible to receive a daily stamp from Court Administration to validate a parking ticket for the employee parking garage.
 - e. Training will be conducted by the court employee who is responsible for supervising the volunteer.
 - f. Court Administration will be responsible for collecting the volunteer's badge and cancelling any computer accounts upon the volunteer's separation from the circuit.
- B. INTERNS THROUGH COURT ADMINISTRATION: These are college, graduate school and law school students or graduates who are working with the court for a specific period of time with structured hours and work assignments along with an educational component. Interns sometimes receive course credit, pro bono or community service hours. There is a structured program run in conjunction with law schools or universities. A court administration employee supervises the interns, accounts for the interns' time and, when applicable, reports the time to the school in order for credit to be received.
1. Applications: Applications for internship positions are accepted and reviewed by the Trial Court Administrator, General Counsel or their designee.
 2. Interview: Applicants are screened and those qualified will undergo an interview.
 3. Computer Access/Badge/Parking:
 - a. The intern applicants will undergo and satisfactorily pass a background and reference check.
 - b. The interns are given a computer user account (if needed for their work), LEXIS and WESTLAW password (where applicable).
 - c. The interns will receive a photo ID badge that allows access to secure areas of the courthouse.
 - d. A parking pass to the employee parking garage may be obtained.
 - e. The interns will be trained by the Court Administration employee who will be supervising them.
 - f. Court Administration will be responsible for collecting the interns' badges and cancelling any computer accounts upon the interns' separation from the circuit.
- C. PERSONAL INTERNS/VOLUNTEERS TO JUDGE: These are individuals who assist a judge without utilizing Court Administration's application and interview process.

1. Application: At judge's discretion.
2. Interview: At judge's discretion.
3. Computer Access/Badge/Parking:
 - a. Personal interns/volunteers will not be issued computer user accounts.
 - b. Personal interns/volunteers will not be issued badges.
 - c. Personal interns/volunteers will not be given parking passes to the employee parking garage. Personal interns/volunteers will be eligible for a daily stamp from Court Administration to validate a parking ticket for the employee parking garage.
 - d. Personal interns/volunteers will need to be supervised by the judge or the judge's judicial assistant.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida this

31 day of March, 2011.



Peter D. Blanc, Chief Judge