

SUMMER JUDICIAL INTERNSHIP/EXTERNSHIP

Fifteenth Judicial Circuit, Palm Beach County, Florida
May-August 2018

OVERVIEW: The Fifteenth Judicial Circuit is now accepting applications from first and second year law students (1L's and 2L's) for summer judicial internships (unpaid) at the Main Courthouse in West Palm Beach, Palm Beach County, Florida. The internship program will allow the law student to observe first hand the workings of the judiciary and legal community while reinforcing the legal research and writing skills learned in law school. The interns work on criminal and civil appellate matters as well as other research and writing assignments in the areas of civil, criminal, and family law. The interns are given the opportunity to attend trials and hearings, tour local governmental facilities, attend lunch and learns with local attorneys, and learn more about the programs offered in the Fifteenth Judicial Circuit.

Applicants must:

- have a strong academic record (minimum 3.0 G.P.A.)
- possess excellent research, writing and communication skills
- be proficient in Microsoft Word, Excel, and Westlaw

Each intern must commit at least 10 weeks to the program - 40 hours per week. Split summers are not permitted. The program may qualify as an externship and course credit may be available through your law school. A criminal background check will be conducted. The summer program is also used to evaluate law students for clerkship opportunities following graduation.

APPLICATION PROCESS: Interested applicants are to submit all of the following (failure to follow directions will result in the applicant being disqualified):

1) cover letter 2) resume 3) college and law school transcript (official or unofficial) 4) three names and phone numbers of work or school related references 5) 6-10 page double spaced writing sample that must include legal analysis and case citations. All of the materials must be single sided.

All materials are to be sent (via mail, hand delivery or email) to:

Amy S. Borman, General Counsel
Fifteenth Judicial Circuit
205 North Dixie Highway - 5th Floor
West Palm Beach, Florida 33401
ABorman@pbcgov.org

Submissions must be received by 4:00 p.m. on or before Wednesday, February 21, 2018. This is a highly sought after internship and positions are filled quickly. Applications will be reviewed as they are received and therefore the available positions may be filled prior to the application deadline. Applicants submitting materials in December may be asked to interview over the winter break.

For more information about the Fifteenth Judicial Circuit, please go to www.15thcircuit.com. For more information on the Trial Court Law Clerk and Summer Intern programs go to www.15thcircuit.com/generalcounsel.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED FOR EACH RESPECTIVE POSITION. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771.