



Summer 2012

**Externship
Program Guide
---Part 1---**

**Federal & Appellate
Courts**

This Program Guide
contains information regarding
2012 Summer Judicial Externships
for Federal and State Appellate
Courts only.

The 2012 Summer Program Guide,
which includes all other judicial
and non judicial opportunities, will
be available at the beginning of the
Spring 2012 semester.

Updated December 7, 2011

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Externships – General Information

Externships provide semester long, unpaid, for credit opportunities to observe, evaluate and participate, while appropriately supervised, in the practice of a particular substantive area of the law by working in a non-profit organization, a government agency, a court or tribunal, or a for-profit corporation. Student externs gain an educational opportunity not available in a traditional classroom setting and the externship enhances the substantive law curriculum through experiential, hands-on learning.

Student externs work for judges, government agencies, public interest organizations and corporations, receiving valuable instruction to supplement what they learn in the classroom. Through externships, students develop the practical skills, poise and confidence necessary to be effective practitioners in the courtroom and the law office. Externships also provide insight into professional responsibility and the operation of the legal system, as well as important mentoring opportunities.

An externship consists of two overlapping components: a) the field component, and b) the academic component. Because law school credit is awarded for the externship, the extern's work in the field must be supervised by a licensed attorney (field supervisor). Field work assignments are intended to meet the objectives of the placement location. In the academic component, students are expected to engage in reflection concerning the field experience with the guidance of a faculty supervisor (defined as a member of the full-time faculty). Additionally, the extern participates in an orientation, receives on-going instruction and guidance from a faculty supervisor, submits bi-weekly time logs and may be required to produce a written work product for the faculty supervisor's evaluation.

Program Requirements

- Students must have completed their first year of law school prior to the semester of the Externship
- Students must be in good academic standing in the semester preceding their Externship
- Students must register for a designated number of credits and work the minimum number of hours required for those credits by the deadline date
- Students must attend the College of Law Externship Orientation meeting and may be required to attend orientation meetings required by the site or by the faculty supervisor.
- Students may be required to attend additional educational “mini” classes.
- Students must submit bi-weekly journals and complete any additional requirements requested by the faculty supervisor
- Students must complete an evaluation of the externship at or near the end of the term of the externship

Registration & Financial Aid

Externships are considered a class for registration purposes. The Externship Coordinator will register students for externship credits. Students must pay for credits, just as they would for a class.

Students participating in externships may be eligible for financial aid if they are enrolled at least ½ time. Students must be registered for a minimum of 5 hours for fall and spring semesters and at least 3 hours for summer. The exception for summer semester is joint degree students, who require a minimum of 4 hours. Contact the Office of Financial Aid in Student Affairs directly for more information.

Credits & Credit Allocation

- Credit is awarded pass/fail by the faculty supervisor after all program requirements have been met. This includes submission and verification of hours worked, journals and any other academic components required by the Faculty Supervisor.
- Students may earn a maximum of 6 externship credits while in law school.
- Depending upon the particular externship, students may enroll for up to 6 credits for Summer semester and up to 5 credits for Fall and Spring semesters.

Summer (based on 8 weeks)

| | | |
|-------------|---------------|---------------|
| 2 credits = | 13 hrs/week = | 104 total hrs |
| 3 credits = | 20 hrs/week = | 160 total hrs |
| 4 credits = | 27 hrs/week = | 216 total hrs |
| 5 credits = | 33 hrs/week = | 264 total hrs |
| 6 credits = | 40 hrs/week = | 320 total hrs |

Students may work for more than 8 weeks with prior approval from Faculty and Field Supervisors. Hours must be completed before the beginning of the fall semester.

Certified Legal Interns

Externs may not use their CLI status. The level of supervision required by the Florida Supreme Court for a certified legal intern is higher than the level of supervision required of a field supervisor. Also, to prevent potential conflict of interest issues, students cannot participate in a clinic and an externship in the same semester.

Pro Bono & Community Service Hours

For certain placements, students can work additional hours that may be applied toward pro bono or community service. Additional work beyond the required externship hours must first be approved by the field supervisor or judge. Contact Career Development to see if your externship qualifies for these opportunities. For more information please see the Center for Career Development web site <http://www.law.ufl.edu/career/students/probono/>.

Professionalism & Confidentiality

Students are expected to conduct themselves as professionals at all times. This means, among other things, that you must arrive on time and when expected, meet deadlines, and dress and behave in a professional manner. Also, be sure to respect the confidentiality concerns of your particular placement. Remember, your externship offers you the opportunity to develop your professional reputation that will be perpetuated throughout your career. Although you are not being paid, your externship is a job. You must act accordingly!

Non-Discrimination Policy

Externship applicants are given equal consideration without regard to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinion or affiliation and veterans' status.

Externship Administration

The University of Florida Levin College of Law's Externship program has been created in compliance with ABA and AALS rules and is administered by the Academic Dean and the Center for Career Development. The individual faculty supervisor is responsible for all decisions regarding grades and the academic component of the externship.

Externships - Applications

Viewing Externship Positions

Students must apply for externships listed in this Program Guide through the University of Florida, Gator Jobs, on-line application system.

To view Externship openings:

- Go to the UF Gator Jobs homepage at <https://jobs.ufl.edu>
- On the left panel of the page: Click on the Search Postings link
- Click on the arrow next to Job Category
- Select Externship and click on the SEARCH button

To view details of individual externships:

- Click on the VIEW link for details

To sort externships, in the orange title box, click on the arrow next to the column to be sorted (working title, requisition number, etc).

To view a particular externship without viewing all externships:

- After clicking on Search Positions link
- Click the box next to Requisition Number
- Enter the requisition number assigned to that position.

A different requisition number is listed for each Judge

Applying for Externship Positions

To apply for an externship position:

- On the left panel of the page: Click on the Search Positions link
- Click on the box for Externship Application and then click on the GO button
- Follow the application pages until the required information is complete

Once an initial application is set up, students may apply for positions directly from the externship description by clicking on the APPLY FOR THIS REQUISITION button.

Application Materials

The following documents are required and must be included with **each** application:

- Cover letter/letter of interest addressed to the Judge
- Resume
- Unofficial transcript (may be downloaded from ISIS)
- Writing sample (approximately 10-12 pages)

Students are permitted to submit applications for multiple judges. However, if you apply for multiple judicial externships, you must accept the first one offered to you.

Preparing Application Materials

Your cover letter and resume are very important tools when applying for any position. Your cover letter is your first (and best) chance to make a good impression. Take the time to review your cover letter before sending it. Never send a cover letter that contains a typographical error!

There are several options available to students to obtain assistance with writing a good cover letter and resume. Students may ask assistance from a counselor in the Center for Career Development, speak with the Externship Program Director, Professor Knight, or even ask another professor to review your application documents.

When to Apply

SECOND-YEAR LAW STUDENTS: Apply as soon as you can and before year-end.

FIRST-YEAR LAW STUDENTS: You should wait to apply until after you receive your Fall 2011 grades. Have your cover letters, resumes, and writing samples ready to go. Add your GPA to your resume after you receive your grades. Apply as soon as possible after grades are released.

Externships – Description

Judicial Externship General Duties

Each Judicial Externship entails similar general duties, with some variation from court to court. Duties will be defined by the Faculty Supervisor and the individual Judge. Duties for judicial externships may include, but are not limited to:

- perform legal research
- prepare memoranda
- prepare draft orders
- assist in drafting court opinions
- review appellate records
- summarize legal issues
- draft judicial orders
- observe oral arguments
- observe court proceedings
- review post conviction motions
- review files for legal compliance

Additional Judicial Externship Requirements

Other requirements the courts may have for externs, include:

- a background certification
- signing a confidentiality agreement
- fingerprinting

Judicial Externship Opportunities

➤ U.S. District Courts

Prerequisites for the following U.S. District Court Externships:

- Students must have completed at least 2 semesters of law school
- Students must be in high academic standing with demonstrated superior legal research and writing ability
- Adv. Techniques in App. Ad., Moot Court, Law Review or other Journal experience is considered a plus
- Completion of Federal Courts or Trial Practice is considered a plus

| Requisition Number | Faculty Supervisor | First Name | Last Name | Title | Court Address | Rm No | City, State, Zip |
|--------------------|--------------------|-------------|--------------|----------------------------------|--|--------------------------|----------------------------|
| 0809540 | Menendez | James L. | Cohn | United States District Judge | U.S. Courthouse 299 E. Broward Blvd | 203 | Ft. Lauderdale FL 33301 |
| 0809541 | Menendez | William P. | Dimitrouleas | United States District Judge | U.S. Courthouse 299 E. Broward Blvd | 203 | Ft. Lauderdale FL 33301 |
| 0809537 | Menendez | Barry S. | Seltzer | United States Magistrate Judge | U.S. Courthouse 299 E. Broward Blvd. | 109 | Ft. Lauderdale FL 33301 |
| 0809536 | Cupples | Gary R. | Jones | United States Magistrate Judge | U.S. Courthouse 401 SE 1 st Ave. | Ste 243 | Gainesville FL 32601 |
| 0809568 | Thomson | Thomas | Morris | United States Magistrate Judge | Bryan Simpson U.S. Courthouse 300 N. Hogan St. | Ste. 9-150 | Jacksonville FL 32202 |
| 0809569 | Thomson | Monte C. | Richardson | United States Magistrate Judge | Bryan Simpson U.S. Courthouse 300 N. Hogan St. | Ste. 9-150 | Jacksonville FL 32202 |
| 0809542 | Ruff | Cecilia M. | Altonaga | United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 12-2 | Miami FL 33128 |
| 0809543 | Ruff | Marcia G. | Cooke | United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 11-2 | Miami FL 33128 |
| 0809532 | Ruff | Alan S. | Gold | United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 11-1 | Miami FL 33128 |
| 0809563 | Ruff | Donald L. | Graham | United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 13-4 | Miami FL 33128 |
| 0809544 | Ruff | William M. | Hoeverler | Sr. United States District Judge | C. Clyde Atkins U.S. Courthouse 301 N. Miami Ave. | 9th Floor | Miami FL 33128 |
| 0809571 | Ruff | Paul C. | Huck | Sr. United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 13-2 | Miami FL 33128 |
| 0809538 | Ruff | Adalberto | Jordan | United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 10-1 | Miami FL 33128 |
| 0809545 | Ruff | James L. | King | Sr. United States District Judge | James Lawrence King Federal Justice Bldg. 99 NE Fourth St. | 1127 | Miami FL 33132 |
| 0809551 | Ruff | Joan A. | Lenard | United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 12-1 | Miami FL 33128 |
| 0809526 | Ruff | John | O'Sullivan | United States Magistrate Judge | C. Clyde Atkins, U. S. Courthouse 301 N. Miami Ave. | 5 th Floor | Miami FL 33128 |
| 0809552 | Ruff | Patricia A. | Seitz | United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 11-4 | Miami FL 33128 |
| 0809531 | Ruff | Andrea M. | Simonton | United States Magistrate Judge | C. Clyde Atkins, U. S. Courthouse 301 N. Miami Ave. | 8th Floor | Miami FL 33128 |

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|---------------------|--------------------|------------------------|--------------------|---|---|-----------------|---------------------------------|
| 0809554 | Ruff | Ursula | Ungaro ** | United States District Judge | Wilkie D. Ferguson, Jr. U.S. Courthouse 400 N. Miami Ave. | 12-4 | Miami FL 33128 |
| 0809572 | Thomson | John | Antoon, II | United States District Judge | U.S. Courthouse 401 W. Central Blvd. | 6650 | Orlando FL 32801 |
| 0809530 | Knight | Anne C. | Conway | Chief U. S. District Judge | U.S. Courthouse 401 W. Central Blvd | 6750 | Orlando FL 32801 |
| CANCELED | Thomson | Patricia C. | Fawsett | Sr. United States District Judge | U.S. Courthouse 401 W. Central Blvd | 3650 | Orlando FL 32801 |
| 0809555 | Adkins | Richard | Smoak | United States District Judge | U.S. Courthouse 30 W. Government St. | | Panama City FL 32401 |
| 0809575 | Zedalis | M. Casey | Rodgers | United States District Judge | U.S. Courthouse 100 N. Palafox St. | Ste. 154 | Pensacola FL 32502 |
| CANCELED | Ruff | Susan C. | Bucklew | Sr. United States District Judge | Sam M. Gibbons U.S. Courthouse 801 N. Florida Ave. | 1430 | Tampa FL 33602 |
| 0809539 | Ruff | Virginia M. | Covington | United States District Judge | Sam M. Gibbons U.S. Courthouse 801 N. Florida Ave. | | Tampa FL 33602 |
| 089733 | Knight | Elizabeth A. | Jenkins | United States Magistrate Judge | Sam M. Gibbons U.S. Courthouse 801 N. Florida Ave. | 1138 | Tampa FL 33602 |
| 0809560 | Ruff | Steven D. | Merryday | United States District Judge | Sam M. Gibbons U.S. Courthouse 801 N. Florida Ave. | 1730 | Tampa FL 33602 |
| 0809561 | Ruff | James S. | Moody, Jr. | United States District Judge | Sam M. Gibbons U.S. Courthouse 801 N. Florida Ave. | 1330 | Tampa FL 33602 |
| 0809562 | Ruff | James D. | Whittemore | United States District Judge | Sam M. Gibbons U.S. Courthouse 801 N. Florida Ave. | 1538 | Tampa FL 33602 |
| 0809574 | Thomson | James M. | Hopkins | United States Magistrate Judge | Paul G. Rogers U.S. Courthouse 701 Clematis St. | 330 | West Palm Beach FL 33401 |
| 0809564 | Thomson | Donald M. | Middlebrooks | United States District Judge | Paul G. Rogers U.S. Courthouse 701 Clematis St. | 257 | West Palm Beach FL 33401 |
| 0809525 | Thomson | Ann E. | Vitunac | United States Magistrate Judge | Paul G. Rogers U.S. Courthouse 701 Clematis St. | | West Palm Beach FL 33401 |

* **Note:** Professor Thomson requires an orientation meeting with all externs under her supervision. This is in addition to other program required externship meetings or classes.

****Note:** Applicants must send a hard copy of all application materials to Judge Ungaro in addition to the on-line application.

➤ **State Appellate Courts**

Prerequisites for Appellate Courts:

- Students must have completed 2nd year of law school
- Students must have at least a 3.0 GPA

| Requisition Number | Faculty Supervisor | First Name | Last Name | Title | District | Court Address | City, State, Zip |
|--------------------|--------------------|-------------|--------------|-----------------------|---------------------------------|----------------------------|--------------------------|
| 0809623 | Wihnyk | James | Wolf | Appellate Judge | First District Court of Appeal | 301 S. ML King Blvd | Tallahassee FL 32399 |
| 0809624 | Adkins | Chris W. | Altenbernd | Appellate Judge | Second District Court of Appeal | 1005 E. Memorial Blvd. | Lakeland FL 33801 |
| 0809626 | Adkins | Edward C. | LaRose | Appellate Judge | Second District Court of Appeal | 1005 E. Memorial Blvd. | Lakeland FL 33801 |
| 0809659 | Cupples | Juan | Ramirez, Jr. | Chief Appellate Judge | Third District Court of Appeal | 2001 SW 117 Ave. | Miami FL 33175 |
| 0809630 | Cupples | Leslie B. | Rothenberg | Appellate Judge | Third District Court of Appeal | 2001 SW 117 Ave. | Miami FL 33175 |
| 0809660 | Cupples | Linda Ann | Wells | Appellate Judge | Third District Court of Appeal | 2001 SW 117 Ave. | Miami FL 33175 |
| 0809661 | Ruff | Jonathan D. | Gerber | Appellate Judge | Fourth District Court of Appeal | 1525 Palm Beach Lakes Blvd | West Palm Beach FL 33401 |
| 0809983 | Ruff | Robert M. | Gross ** | Chief Appellate Judge | Fourth District Court of Appeal | 1525 Palm Beach Lakes Blvd | West Palm Beach FL 33401 |
| 0809736 | Adkins | Jay P. | Cohen | Appellate Judge | Fifth District Court of Appeal | 300 South Beach St. | Daytona Beach FL 32114 |
| 0809737 | Adkins | Richard B. | Orfinger | Appellate Judge | Fifth District Court of Appeal | 300 South Beach St. | Daytona Beach FL 32114 |

****Note:** Applicants must send a hard copy of all application materials to Judge Gross instead of applying on-line.