Summer 2013
Academic Externship Program Guide
---Part 1---

Updated: January 22, 2013
This Program Guide contains information regarding 2013 summer externship opportunities in Federal Court, State Appellate Courts, and at sites that have early deadlines and are accepting applications immediately.

The 2013 Summer Program Guide, which includes additional judicial and non-judicial externship opportunities, will be available at the beginning of the Spring 2013 semester.

*NOTE: The Judges listed in this Program Guide strongly prefer to receive applications no later than December 31, 2012.
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*Potential externship, approval must be obtained.
# Calendar of Agency Application Dates

## Deadline Date - Externship Site

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<th>Agency Details</th>
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<tr>
<td>December 31, 2012</td>
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<tr>
<td>February 22, 2013</td>
<td>1st District Court of Appeals, Tallahassee ----- SEE UPDATE</td>
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<td>*February 8, 2013</td>
<td>U.S. Securities and Exchange Commission, Atlanta, GA, Miami, FL and Washington, DC * This deadline is for 1L’s.</td>
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</tbody>
</table>

*Potential Externship, approval must be obtained.*
**General Information**

Externships offer students for-credit, semester-long opportunities to leave the traditional classroom setting and assist lawyers and judges in the practice of law and the administration of justice. Externships enhance the substantive law curriculum through experiential, hands-on learning under the close supervision of a Levin College of Law faculty member. Externs receive course credit in lieu of pay.

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.

An externship consists of two contemporaneous components: a) the field component, and b) the academic component. 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. To satisfy the academic component, students are expected to engage in reflection concerning the field experience and are guided by 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 produces journals or other work products 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 may apply for externships while completing their first year if the externship does not commence until after first year classes are completed.
- Students must be in good academic standing in the semester preceding the 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 additional orientation meetings or classes held by the site or by the Faculty or Field Supervisors.
- Summer externs may be required to attend additional educational “mini” classes.
- Students must submit journals and complete additional requirements as requested by the Faculty Supervisor.
- Students must submit bi-weekly time logs reporting hours worked.
- Students must complete an evaluation of the externship at or near the end of the term of the externship.
- ABA rules preclude students from receiving credit for an externship for which compensation is earned.
- Students may be required to complete pre-requisites, depending upon the externship.

**Registration, Financial Aid & Pro Bono**

- 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 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 for more information.
- Time worked beyond the required externship hours may be applied toward a pro bono certificate. Additional hours must first be approved by the field supervisor.
Credits & Credit Allocation

- Credit is awarded pass/fail by the faculty supervisor after all hours and other assignments have been completed.
- 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.
- Externships vary from 2 to 6 credits. Students who have earned 5 externship credits may not earn additional credits as the law school does not offer, and cannot register students, for 1 credit externships.

**Summer Semester Credits/Hours (based on 8 weeks)**

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

The chart above is based on semester dates. With permission from the faculty and field supervisors students may begin externships early and work until the deadline date, which for summer is usually the week before fall classes begin. Likewise, externships may be completed early if the hourly requirements have been met and with appropriate permission from both faculty and field supervisors.

Certified Legal Interns

Externs may not use their certified legal intern status while participating in an externship. 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.

Creating New Externships

New externships that are not advertised by the College of Law may be approved, but only under stringent guidelines. Requirements for creating new externships include the following:

- The externship site must be in not-for-profit organization, government agency, court or tribunal, or in-house corporate legal offices.
- The student must be engaged in substantive law-related work.
- The student must be supervised by a licensed attorney.
- The position must be unpaid (a requirement of the ABA standards).

New externships must be proposed to and approved by the Curriculum Committee prior to commencement of the externship. Proposals are submitted by the faculty member who will supervise the externship. Approval is not guaranteed. Proposals submitted after the deadline date will not be considered. The deadline date has not yet been set but is expected to be in early April.

Externship Evaluations

Students and field supervisors are required to complete externship evaluation forms at the end of the semester. Students will complete an evaluation of their externship experience. Field Supervisors are asked to complete an evaluation of the extern.
**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. Confidentiality concerns of particular externships must be respected. Externships offer you the opportunity to develop professional reputations that will be perpetuated throughout your career. Although you are not being paid, your externship is considered a job. 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 Dean of Academic Affairs and the Director of the Externship Program. The individual faculty supervisor is responsible for all decisions regarding grades and the academic component of the externship.

**Federal Judicial Externships**

**General Duties**

Students will gain experience performing legal analysis and applying legal principles and analysis to cases actively pending before the court. Assignments will be complex and challenging. 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

**Prerequisites for U.S. District Courts**

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

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

Additional Externship Requirements

Most, if not all, courts and agencies listed in this guide require:

- successful completion of a background certification
- signing a confidentiality agreement
- fingerprinting

Applications – Judicial Externships

When to Apply

*The Judges listed in this Program Guide strongly prefer to receive applications no later than December 31, 2012 unless otherwise noted.*

FIRST YEAR STUDENTS: may not apply for externships prior to December 1st.

- Have your cover letters, resumes, and writing samples ready to go
- Do not wait for your fall grades to apply
- First year students should send a copy of their undergraduate transcripts if they do not yet have fall grades
- You should add a note to your transcripts that grades for fall will be provided by request after they are received. Or you might add a note that you will send fall grades when you receive them. If you add this note you must follow up!

Application Materials

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

- Cover letter/letter of interest addressed to the Judge
- Resume
- Unofficial transcript (may be downloaded from ISIS)
- Writing sample (approximately 8 - 10 pages)

Failure to submit complete information may disqualify applicants from consideration. Students are permitted to submit applications for multiple externships. However, judicial externships must be given priority. Students offered an externship with a judge must accept that position and cannot wait for other offers, including other judicial offers.

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 for you to obtain assistance with writing a good cover letter and resume. You 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.
Non-Advertised Courts and Judges

Students may apply to Florida Federal Courts and or Judges who are not listed in this guide. Information for Florida Federal Courts may be found at the following web sites:

**U.S. District Court Judges:**


**State Appellate Court Judges:**

First District Court of Appeal: [http://www.1dca.org/judges.html](http://www.1dca.org/judges.html)
Second District Court of Appeal: [http://www.2dca.org/Judges/judges.shtml](http://www.2dca.org/Judges/judges.shtml)
Fourth District Court of Appeal: [http://www.4dca.org/judges.shtml](http://www.4dca.org/judges.shtml)
Fifth District Court of Appeal: [http://www.5dca.org/judges.shtml](http://www.5dca.org/judges.shtml)

**U.S. Appellate Court Judges:**


### Federal Courts

#### U.S. District Court Judges

<table>
<thead>
<tr>
<th>Faculty Supervisor</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Court Address</th>
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<th>City, State, Zip</th>
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<tbody>
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<td>Menendez</td>
<td>James I.</td>
<td>Cohn</td>
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<td>U.S. Courthouse</td>
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<td></td>
<td>William P.</td>
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<td></td>
<td>Barry S.</td>
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<td>Jones</td>
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<td>Timothy J.</td>
<td>Corrigan</td>
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<td>Morales-Howard</td>
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<td>Miami FL 33128</td>
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<td>James Lawrence King Federal Justice Bldg., 99 NE Fourth St.</td>
<td>1127</td>
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<tr>
<td>Seigel</td>
<td>Philip R. Lammens</td>
<td>United States Magistrate Judge</td>
<td>Golden-Collum Memorial Federal Building &amp; U.S. Courthouse, 207 NW 2nd St.</td>
<td>Ocala FL 34475</td>
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<td>John Antoon, II</td>
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<td>U.S. Courthouse 401 W. Central Blvd.</td>
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<tr>
<td>TBD</td>
<td>Anne C. Conway</td>
<td>Chief United States District Judge</td>
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<td>Thomson</td>
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<td>Patricia C. Fawsett</td>
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<tr>
<td>Knight</td>
<td>Richard Smoak</td>
<td>United States District Judge</td>
<td>U.S. Courthouse 30 W. Government St.</td>
<td>Panama City FL 32401</td>
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<td>TBD</td>
<td>Charles Kahn</td>
<td>United States Magistrate Judge</td>
<td>U.S. Courthouse One North Palafox St.</td>
<td>Pensacola FL 32502</td>
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<td>Zedalis</td>
<td>M. Casey Rodgers</td>
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<tr>
<td>Steinberg</td>
<td>Susan C. Bucklew</td>
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<td>Sam M. Gibbons U.S. Courthouse, 801 N. Florida Ave.</td>
<td>1050</td>
<td>Tampa FL 33602</td>
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<td>Steinberg</td>
<td>Virginia M. Hernandez - Covington</td>
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<td>Knight</td>
<td>Elizabeth A. Jenkins</td>
<td>United States Magistrate Judge</td>
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<td>James M. Hopkins</td>
<td>United States Magistrate Judge</td>
<td>Paul G. Rogers Federal Building &amp; U.S. Courthouse 701 Clematis St.</td>
<td>330</td>
<td>West Palm Beach FL 33401</td>
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<tr>
<td>Thomson</td>
<td>Donald M. Middlebrooks</td>
<td>United States District Judge</td>
<td>Paul G. Rogers Federal Building &amp; U.S. Courthouse 701 Clematis St.</td>
<td>257</td>
<td>West Palm Beach FL 33401</td>
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</table>

Note: Judge Moody will not accept applications after December 31, 2012
## State Appellate Court Judges

<table>
<thead>
<tr>
<th>Faculty Supervisor</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>District</th>
<th>Court Address</th>
<th>City, State, Zip</th>
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<tbody>
<tr>
<td>Mills &amp; McLendon</td>
<td>Jon</td>
<td>Mills**</td>
<td>Professor</td>
<td>Florida Supreme Court</td>
<td>500 S. Duval Street</td>
<td>Tallahassee FL 32399</td>
</tr>
<tr>
<td>Wihnyk</td>
<td>Stephanie</td>
<td>Ray***</td>
<td>Appellate Judge</td>
<td>First District Court of Appeal</td>
<td>2000 Drayton Drive</td>
<td>Tallahassee FL 32399</td>
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<tr>
<td>Adkins</td>
<td>Anthony K.</td>
<td>Black</td>
<td>Appellate Judge</td>
<td>Second District Court of Appeal</td>
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<td>Chris W.</td>
<td>Altenbernd</td>
<td>Appellate Judge</td>
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<td>Edward C.</td>
<td>LaRose</td>
<td>Appellate Judge</td>
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<td>Menendez</td>
<td>Leslie B.</td>
<td>Rothenberg</td>
<td>Appellate Judge</td>
<td>Third District Court of Appeal</td>
<td>2001 SW 117 Ave.</td>
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<tr>
<td>Menendez</td>
<td>Linda Ann</td>
<td>Wells</td>
<td>Chief Appellate Judge</td>
<td>Third District Court of Appeal</td>
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<tr>
<td>Steinberg</td>
<td>Jonathan D.</td>
<td>Gerber</td>
<td>Appellate Judge</td>
<td>Fourth District Court of Appeal</td>
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<tr>
<td>Steinberg</td>
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<td>Gross</td>
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<td>Cupples</td>
<td>Jay P.</td>
<td>Cohen</td>
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<td>Fifth District Court of Appeal</td>
<td>300 South Beach St.</td>
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<td>Cupples</td>
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<td>Orfinger</td>
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<td>Fifth District Court of Appeal</td>
<td>300 South Beach St.</td>
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</table>

*Applications for the 5th District Court of Appeal will be accepted by US mail or via email. Address cover letter to Justine Sierzega, Deputy Marshall, sierzegaj@flcourts.org.

**Address cover letter to Professor Jon Mills.

***Judge Ray handles intern/externships for the court. She will distribute applications to all Appellate Judges in the 1st DCA who are accepting students for summer. Please note ADDRESS CHANGE.

## U.S. Court of Appeals, 11th Circuit Judges

<table>
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<tr>
<th>Ruff</th>
<th>Adalberto</th>
<th>Jordan</th>
<th>United States Circuit Judge</th>
<th>United States Court of Appeals Eleventh Circuit</th>
<th>56 Forsyth St. NW</th>
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<tr>
<td>Cupples</td>
<td>Gerald Bard</td>
<td>Tjoflat</td>
<td>United States Circuit Judge</td>
<td>United States Court of Appeals Eleventh Circuit</td>
<td>56 Forsyth St. NW</td>
<td>Atlanta GA 30303</td>
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</table>
**State Courts**

**Florida Supreme Court, Tallahassee**

Faculty Supervisor: Professor Jon Mills & Staff Attorney Tim McLendon  
Number of Positions: Up to 2  
Credits: Up to 6

**Application Dates:** Applications will be accepted through Gator Jobs between January 15 and February 15, 2013. The position will not be open for on-line applications until January 15.

**Requisition Number:** ES111

Students will work at the Florida Supreme Court as research aides. Students will attend oral arguments, conduct legal research on multiple subjects, prepare memoranda and summaries of cases, and discuss legal issues and cases with justices, staff attorneys and clerks. Prior to placement, students must complete an 8 hour tutorial to receive instruction on issues related to the work of the Florida Supreme Court, including Article V of the Florida Constitution, the Rules of Appellate Procedure. Students must have participated in Florida Constitutional Law or plan to in the following semester. Interviews will be conducted.

**MEMORANDUM**

**FLORIDA SUPREME COURT EXTERNSHIP**

*Six* credits for Summer; *Five* credits for fall and spring. Placement at Florida Supreme Court as research aides to Supreme Court justices, central staff attorneys or elsewhere in the Court during summer semester 2013. Participation will include attendance at oral arguments, legal research on multiple subjects, preparing legal memoranda and summaries of cases, and discussing legal issues and cases with justices, staff attorneys and clerks. Students will also be required to register subsequently for Florida Constitutional Law and contribute to the instruction of that class.

The Florida Supreme Court externship program has been arranged in co-operation with the Supreme Court. Other Florida law schools also participate in the program.

Professor Jon Mills and Staff Attorney Tim McLendon of the Center for Governmental Responsibility will serve as responsible faculty members. Externs will be screened through a prior application procedure, subject to approval by the Supreme Court. A staff attorney in the office of a justice, the Clerk’s Office or the Central Staff will assume direct supervision of each student as field instructor. Both the field instructors and the faculty member will co-operate in providing critical evaluation of the student externs’ work. This externship meets all ABA standards.

The information below regarding this externship has been provided by the Florida Supreme Court.

**Florida Supreme Court Internship/Externship Program for Distinguished Florida Law Students**

Program Description: The Florida Supreme Court Internship Program for Distinguished Florida Law Students is open to qualified law students from accredited Florida law schools. Ex/Internships are available for the fall, spring, and summer semesters. For one semester, the intern will function as a law clerk to an individual justice or as a central staff law clerk working for all of the justices. Duties will include: reviewing and making recommendations on petitions for discretionary review, attorney discipline matters, and extraordinary writ petitions; and conducting legal research and preparing memoranda on pending cases. The ex/intern will have the opportunity to attend oral argument, discuss cases with staff attorneys and the assigned justice, and assist in the drafting of orders or opinions. The ex/intern also will attend special lectures, group discussions, and training sessions. The ex/intern will be awarded a certificate of recognition upon successful completion of the program.

**Prerequisites:**

- Acceptance into participating law school’s extern program or some other recognized program
- Second or third-year student
- Outstanding academic record (generally top 25%); and exceptional research and writing skills
Selection Process: Each participating Florida law school selects a limited number of qualified students to participate in the program each semester. Selection is based on the student’s overall record, including courses taken, grades, research and writing skills, experience, expected graduation date, and satisfactory background checks.

Educational Objectives: The externship offers an opportunity for students to work directly with justices, clerks and staff attorneys at the Florida Supreme Court, to expand and practice their skills in legal research and writing, and to witness firsthand the appellate review process.

Educational Component: There are three educational components, a pre-placement orientation, a subsequent classroom component, and a required written component.

1. Pre-placement orientation.
   Students selected for participation in the Supreme Court spring externship program will participate in an eight hour pre-placement orientation, focusing on Article V, Florida Constitution, the Rules of Appellate Procedure, selected cases relating to Supreme Court jurisdiction and information about Florida’s recent constitution revision process. This component will also contain a segment in which the faculty supervisors, the field placement supervisor and the students review the terms of placement and the expectations for the student.

2. Classroom requirement.
   Subsequent registration and completion of the Florida Constitutional Law course (or another comparable course) is required for selected externs. The externs will undertake to assist in teaching the judicial administration component of this course, in addition to completion of a writing requirement.

3. Writing requirement.
   The Curriculum Committee now mandates that all academic year externships include a written component. Selected externs must produce a substantial 25 page paper on a topic relevant to the work or jurisdiction of the Fl. Supreme Court to be agreed upon between the student, field and faculty supervisors and the responsible faculty members. Satisfactory completion of the writing requirement is now necessary before credit is given.

Course Credit: Pursuant to the new standards set by the Curriculum Committee and adopted by the faculty, the Florida Supreme Court externship program will offer six credits for completion of the summer program, and five credits for completion of the semester-long, 300 hour program in fall and spring. Credit shall be pass/fail.

Student Selection: There are usually openings for one or two student externs during summer semester, but selection will not be final until the Court has announced the availability later this semester. Criteria for selection will include completion of an application, reviewed by the faculty members and the Supreme Court. Student applicants must also complete a confidentiality agreement relative to their work at the Court. Selection is also contingent upon background review by the Florida Supreme Court.

To Apply: Apply through the UF Gator Jobs system, https://jobs.ufl.edu/postings/search. Search for Externship in the dropdown box next to Job Type. This will give you a list of all open externships. Click on the link to Apply to this Job. If you do not already have an account you must create one before you can apply. Application materials: Cover Letter, resume, writing sample (usually 5-10 pages), unofficial transcripts (may be downloaded from ISIS) and a letter of clearance as to character and fitness from the Florida Board of Bar Examiners.
**11th Judicial Circuit Court, Complex Business Litigation Division, Miami, FL**

Faculty Supervisor: Professor Elizabeth Lear  
Number of Positions: Up to 4  
Credits: From 2 to 6

Application Deadline: January 31, 2013. Applications are reviewed on a revolving basis.

Students will work with Judge Jose M. Rodriguez in the Complex Business Litigation Division of the court. Students will be required to produce bench memoranda on motions to dismiss, perform legal research and attend court. The Judge will frequently hold a question and answer period following hearings to discuss the matters heard and ruled on and to give more depth to the arguments heard. **Note:** The work in this division necessitates a background or interest in complex business litigation. **Pre-requisite:** Students selected must have completed their 2nd year of law school. **Preferred:** Business Associations, Corporations, or similar classes are preferred in order to better understand the cases. **To Apply:** Apply directly to the 11th Circuit, Complex Business Litigation Division. Email a cover letter, resume, unofficial transcripts and a writing sample to: Judge Jose M. Rodriguez and Pamela Lazar, Esq., Assistant General Counsel, jrodriguez@jud11.flcourts.org & plazar@jud11.flcourts.org.
Non-Judicial Externships

The following pages contain information regarding 2013 summer externship opportunities that have early deadlines or are accepting applications immediately. The 2013 Summer Program Guide, which includes additional judicial and non-judicial externship opportunities, will be available at the beginning of the Spring 2013 semester.

New Externships

Except where noted the externships in this guide are approved UF Law externship sites. Several approved sites offer positions for students in cities or departments other than the approved site. At the end of this guide is a list of sites that have expressed an interest in the program. Students may apply for these opportunities with the understanding that if they are accepted, the position may be considered for an externship.

To be considered for an externship, both the site and the position must meet UF Law and ABA requirements. In addition, new externships must be approved by the law school Curriculum Committee prior to the deadline set for summer (around April 1). Approval is not guaranteed.

Application Materials & Deadlines

Please review each position carefully as application instructions and deadlines vary from site to site. Students are encouraged to apply early to these externships especially those that are reviewed on a rolling basis. Students are also encouraged to visit web sites for information that may not be included in the description.

Additional Externship Requirements

Most, if not all courts and government agencies require successful completion of a background certification. This process may take up to 9 weeks! It is best to apply as soon as possible for these externships. Some sites may have additional requirements such as signing a confidentiality agreement, fingerprinting or credit check.

Accepting Positions

Immediately upon accepting a position, students must contact both the Faculty Supervisor and the Externship Coordinator to ensure that all requirements for UF externs and externship sites are met before the administrative deadline.
**Civil Rights Law**  
**American Civil Liberties Union (ACLU), Various Locations, FL**

Faculty Supervisor: Professor Maggie Temple-Smith  
Number of Positions: Up to 3 in each office  
Number of Credits: From 2 to 6  
Website: [http://www.aclufl.org/index.cfm](http://www.aclufl.org/index.cfm)

Approved Locations: Jacksonville, Miami, Tampa, Tallahassee  
Application Deadline: April 14, 2013. Applications are reviewed on a rolling basis.

The ACLU of Florida is involved in a number of pressing civil liberties matters across the state. Some of these issues are or will be actual lawsuits while others are settled out of court. This externship will introduce students to civil liberties issues involving the death penalty, free speech, immigrants’ rights, lesbian and gay rights, national security, racial justice, reproductive rights, voting rights and religious liberty. Students will conduct research, draft legal memoranda and assist with other aspects of ongoing litigation and/or appeals. **To Apply:** Email cover letter, resume and unofficial transcripts to Layssa Zamora, [lzamora@aclufl.org](mailto:lzamora@aclufl.org). Address cover letter to Ms. Layssa Zamora, Internship Coordinator, ACLU of Florida, 4500 Biscayne Blvd. Suite 340 Miami, FL 33137. In your cover letter please indicate the city or cities you wish to be considered for in rank order. **Note:** The ACLU has a diverse intern/externship program. For a full list of ACLU, Florida agencies see [http://www.aclufl.org/take_action/chapters/index.cfm](http://www.aclufl.org/take_action/chapters/index.cfm). Students who are interested in applying for other Florida cities should also apply to Ms. Zamora.

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**Corporate Law**  
**Digital Risk, Orlando, FL**

Faculty Supervisor: Professor Danny Sokol  
Number of Positions: Up to 2  
Number of Credits: From 4 to 6  
Website: [www.digitalrisk.com](http://www.digitalrisk.com)

Application Deadline: Applications are reviewed on a rolling basis.

Digital Risk is the nation’s largest provider of mortgage risk, compliance and transaction management solutions. Digital Risk works with the industry’s leading predictive modeling tools to analyze loan level default, severity, prepayment and fraud with pool and structured aggregation. Students will have the opportunity to learn the inner workings of an in-house legal department. Students will spend time in three legal divisions; 1. In-House Affairs: students will engage in employment issues, including federal labor laws, contract drafting and review.  2. PLS Recovery Division: students will evaluate liabilities and remedies found within residential mortgage backed securities through forensic document review.  3. Commercial Real Estate: students will analyze commercial backed security documents and conduct market analysis to expand the division’s marketability. **To Apply:** Complete the applicant information form on the web site and submit a resume and cover letter (one document) to: [http://careers.digitalrisk.com/apply-now/](http://careers.digitalrisk.com/apply-now/) **Note:** Select Internship in the drop down box for Position Desired.
Ladies Professional Golf Association (LPGA), Daytona Beach, FL
Faculty Supervisor: Professor Deb Cupples
Number of Positions: 1
Number of Credits: From 2 to 6
Website: http://www.lpga.com/

Application Deadline: February 28, 2013

Dedicated to the worldwide promotion and advancement of women’s golf, the Ladies Professional Golf Association (LPGA) is a non-profit organization involved in every facet of golf. The LPGA is the world's leading professional golf organization for women. Founded in 1950, the association celebrates a diverse and storied membership with more than 1,700 members representing 29 different countries. Under supervision of counsel, students will review, edit and draft a variety of contracts, research legal issues in the development of policies and procedures, assist in management of trademark portfolio and enforcement of unauthorized use of marks, assist counsel with issues relating to litigation, including legal research, document production, and writing memoranda, research recent industry developments, research drug testing CAS cases and policy research and analysis. Students will attend meetings with internal LPGA business units. Pre-requisite: Must have a minimum cumulative GPA of 3.0 or better. To Apply: Apply directly to the LPGA at: http://golfjobs.lpga.com/teamwork/jobs/jobs.cfm/Internships?supcat=1030.

Criminal Law
Office of the Attorney General, Economic Crimes Division, South Florida Bureau- UPDATED
Faculty Supervisor: Professor Elizabeth Lear
Number of Positions: Up to 5
Credits: From 5 to 6 depending upon agency needs

Approved Locations: West Palm Beach, Ft. Lauderdale, Miami
This externship qualifies for the Criminal Law Certificate Program. The Office of the Attorney General’s Economic Crimes Division, South Florida Bureau seeks 2L or 3L students who have achieved academic success in law school with strong research skills who are eager to work collaboratively on a team of attorneys and investigators to prosecute consumer fraud through agency investigations and civil litigation in Florida state courts. To Apply: Please see the Externship Guide Part 2 for application instructions.

Office of the Attorney General, Various Units & Locations
Faculty Supervisor: TBD
Number of Positions: Up to 2 in each city
Number of Credits: 6
Website: http://myfloridalegal.com/85256CC5006DFCC3.nsf/0/C1C2CD5A69D3185256D5D00477B9E7?Open&Highlight=0,internship

Approved Locations: Ft. Lauderdale, Jacksonville, Miami, Orlando, Tallahassee, Tampa & West Palm Beach
Application Deadline: April 14, 2013. Applications are reviewed on a rolling basis.

Students will work in a wide variety of areas including but not limited to; statewide prosecution, economic crimes, Medicaid fraud, criminal appeals, complex litigation and eminent domain. Students will conduct legal research, draft legal documents (including subpoenas), verify and review complaints from consumers and develop ongoing investigations through the discovery stages. Pre-requisite: Students must be able to work a minimum of 20 hours per week. To Apply: Email a cover letter, resume, unofficial transcript and a completed
Application for Internship or Student Volunteer form to: Recruiting.Desk@myfloridalegal.com or mail to: Human Resources, Office of the Attorney General, The Capitol PL-01, Tallahassee, FL 32399-1050. Note: Students will be expected to provide a writing sample at the time of interview if selected.

**U.S. Attorney’s Office, Middle District, Various Locations, FL - UPDATED**

Faculty Supervisor: Professor Mike Seigel  
Credits: From 5 to 6  
Number of Positions: **Middle District:** Tampa, Criminal Division (6); Tampa, Civil Division (4) Tampa, Appellate Division (1) Orlando (7); Jacksonville (9); Fort Myers (2); Ocala (1)  
Website: [http://www.usdoj.gov/usao/flm](http://www.usdoj.gov/usao/flm)

Application Deadline: January 31, 2013

This externship qualifies for the Criminal Law Certificate Program. Students will assist with legal work for the United States Attorney's Office. The office has Civil, Criminal, and Appellate Divisions. Students will conduct legal research, write legal memoranda, draft pleadings, and assist in trial preparation. Opportunities to observe hearings, trials, and arguments will be made available. **Note:** Completion of a weekly journal during the course of the externship designed to cause reflection on the field experience is required. Two seminar meetings, one prior to the start of the externship and one at the conclusion of the externship are required. Completion of an exercise designed to cause reflection on the field experience is required prior to the second class. A scholarly paper of 12-15 pages on a topic of federal law, ethics or procedure is required. The paper is due no later than the last day of classes of the following semester (except for graduating seniors). **To Apply:** Email a cover letter, resume, unofficial transcripts (including GPA), Pre-Interview Questionnaire and a writing sample to: Judith Hoberman, usafmlaw.intern@usdoj.gov. **Address Cover Letter to:** Ms. Judith Hoberman, Human Resources Specialist, USAO Middle District of Florida, 400 N. Tampa Street, Suite 3200, Tampa, FL 33602. **Note:** In your cover letter state your preferred externship location (indicate only one city choice) and, if selecting Tampa, indicate 1st and 2nd division choices (from Criminal, Civil or Appellate) also include your email address and day-time telephone number.

**U.S. Attorney's Office, Northern District, Various Locations, FL**

Faculty Supervisor: Professor Michael Seigel  
Credits: From 5 to 6  
Number of Positions: **Northern District:** Up to 3 each in Tallahassee, Gainesville & Pensacola  
Website: [http://www.usdoj.gov/usao/fnl](http://www.usdoj.gov/usao/fnl)

Application Deadline: January 31, 2013

This externship qualifies for the Criminal Law Certificate Program. Students will assist with legal work for the United States Attorney's Office. The office has Civil, Criminal, and Appellate Divisions. Students will conduct legal research, write legal memoranda, draft pleadings, and assist in trial preparation. Opportunities to observe hearings, trials, and arguments will be made available. **Pre-requisite:** Must be United States citizen. **To Apply:** Email application materials (a single PDF document preferred) to Julie Barnes, barnes@law.ufl.edu. Required application materials: cover letter (with your email address and daytime phone number) detailing your interest and preferred location (indicate only one city choice), resume, transcript, writing sample and Pre-Interview Questionnaire form. Include in the subject line of the email “USAO Externship”. **Address cover letter to:** Pamela C. Marsh, United States Attorney, United States Attorney’s Office, Northern District of Florida, 111 North Adams Street, 4th Floor, Tallahassee, FL 32301.
**U.S. Attorney's Office, Southern District, Various Locations, FL**

Faculty Supervisor: Professor John Stinneford  
Number of Positions: **Southern District:** Up to 4 in each city - Miami, Fort Lauderdale & West Palm Beach  
Credits: 6  
Website: [http://www.usdoj.gov/usao/fls](http://www.usdoj.gov/usao/fls)

Application Deadline: January 31, 2013

This externship qualifies for the Criminal Law Certificate Program. The USAO for the Southern District of Florida is responsible for investigating and prosecuting federal crimes and representing the United States in civil matters in the district. The office also represents the United States in appeals before the 11th Circuit Court of Appeals. Students are assigned to one section within the Civil or Criminal Divisions of the office for the duration of the semester. Students can expect to do research and assist in the drafting of legal memoranda, motions and briefs suitable for filing in the U.S. District Court and the Court of Appeals. Students may also participate in activities such as visits to other federal agencies, meetings with federal agents, and tours of institutions relevant to the federal criminal justice system. **Pre-requisite:** Must be a U.S. Citizen. **To Apply:** Email a cover letter (indicate available dates in cover letter), resume, Pre-Interview Questionnaire, unofficial transcripts, and writing sample to: Law Intern Program, usafls.interprogram@usdoj.gov. In your cover letter state your preferred internship location(s) in rank order and include your email address and daytime phone number.

**NOTE:** The U.S. Attorney’s Offices in Florida require a completed Pre-Interview Questionnaire form in addition to other application documents. The form is located at the end of this guide and on the Externship website at, [http://www.law.ufl.edu/academics/academic-programs/externships/application-requirements](http://www.law.ufl.edu/academics/academic-programs/externships/application-requirements).

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**Environmental Law**

**Center for International Environmental Law, Washington, DC**

Faculty Supervisor: Professor Tom Ankersen  
Number of Positions: Up to 3  
Credits: From 4 to 6  
Website: [http://ciel.org/Education_Training/index.html](http://ciel.org/Education_Training/index.html)

Application Deadline: Applications are reviewed on a rolling basis

Responsibilities include researching and writing about areas of international law and policy; assisting with policy analysis and advocacy; attending meetings and conferences; assisting with the production of CIEL publications; and otherwise working closely with CIEL staff on various projects. This placement is subject to national selection process, field office deadlines, and is highly competitive. **Preferred:** Students with excellent research and writing skills and a strong dedication to public interest law are preferred. **To Apply:** Email a cover letter, resume, and short writing sample to info@ciel.org, or mail to: Center for International Environmental Law, Attention Intern Coordinator, 1350 Connecticut Avenue, N.W., Suite 1100, Washington, D.C. 20036. **Note:** In your cover letter indicate that you are applying for a summer position. Applications are reviewed on a rolling basis.
Environmental Law Alliance Worldwide, Eugene, OR
Faculty Supervisor: Professor Tom Ankersen
Number of Positions: Up to 2
Credits: From 2 to 6
Website: http://www.elaw.org/getInvolved/legalinternship

Application Deadline: February 25, 2013

The U.S. office of ELAW gives public interest environmental lawyers around the world access to the scientific and legal resources in the U.S. Students assist the Staff Attorneys in responding to requests for assistance from overseas advocates. Projects may include obtaining information about multinational companies; identifying model statutes and regulations; researching case precedents; or evaluating legal doctrines and theories. Preferred: Proficiency in a language or languages other than English is preferred, but not required. To Apply: Email a cover letter, resume, writing sample (less than 10 pages), and a list of three references (including phone numbers) to: summerlaw@elaw.org. ELAW begins interviewing in early March.

U.S. Environmental Protection Agency, Various Locations-

Faculty Supervisor: Professor Mary Jane Angelo
Number of Positions: Up to 2 in each city
Credits: From 5 to 6
Website: http://www.epa.gov/careers/internships/legal/

Approved Locations: Washington, DC, Atlanta, GA
Application Deadline: Washington: February 20, 2013 Atlanta: March 1, 2013. Applications are considered on a rolling basis.

The EPA works with U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade. These factors are similarly considered in establishing environmental policy. Students will assist attorneys with a variety of environmental enforcement matters. Students will be expected to complete complex research projects and to draft a variety of legal documents. Students may accompany staff attorneys to client meetings, negotiating sessions, trials, hearing and depositions. Pre-requisite: Environmental Law or Administrative Law (may be waived by the faculty supervisor).

Atlanta, GA - To Apply: Email a resume, cover letter, and writing sample to: Kevin Beswick, beswick.kevin@epa.gov United States Environmental Protection Agency, Region 4, Office of Environmental Accountability, Sam Nunn Atlanta Federal Center 61 Forsyth Street, South West Atlanta, Georgia 30303-8960. For more information see the EPA internship web site for Atlanta: http://www.epa.gov/region4/ead/general/jobs.html#intern

Washington, DC - To Apply: Email a resume and a short cover letter highlighting any specific knowledge, skills and interests that you have in environmental law enforcement to: OECALawInternProgram@epa.gov. Positions are competitive! State your case clearly. Tell them what you have accomplished in college or in law-related or environmental internships. For more information see the EPA internship web site: Student Honors Law Clerk Program in the Office of Enforcement and Compliance Assurance. Note: You must state your name in the subject line of all email submissions to this office. Additional Locations: The EPA has a diverse intern/externship program. For a full list of EPA agencies, including location and application deadlines, see the EPA website at: http://www.epa.gov/careers/internships/legal/.
Federal Government Law

Office of Government Information Services, Washington, DC

Faculty Supervisor: Professor Elizabeth Rowe
Number of Positions: Up to 2
Credits: 6
Website: https://ogis.archives.gov/

Application Deadline: February 1, 2013

The Office of Government Information Services (OGIS), within the National Archives and Records Administration, serves as a government-wide ombudsman of the Freedom of Information Act. Students can expect to provide significant contributions to projects associated with the office’s major mission areas: reviewing agency compliance with FOIA and recommending policy changes to Congress and the President to improve FOIA administration; mediating disputes between FOIA requesters and Federal agencies. Students responsibilities include: Legal and general research and writing; assist with research on OGIS mediation cases and in drafting advisory opinions, memos and correspondence; assist in drafting documents such as the OGIS report on FOIA compliance and dispute resolution; recommendations to Congress and the President; and OGIS external guidance; OGIS training: help facilitate OGIS dispute resolution skills training sessions with participants from federal agencies. To Apply: Submit a cover letter addressed to Corinna Zarek, Esq., a resume and a brief (5 pages or less) writing sample via email to ogis@nara.gov or mail it to: OGIS, 8601 Adelphi Road, College Park, MD 20740.

U.S. Dept. of Housing and Urban Development, Washington, DC

Faculty Supervisor: Professor Mark Fenster
Number of Positions: Up to 2
Credits: 6
Website: http://portal.hud.gov/hudportal/HUD

Application Deadline: February 15, 2013 — EXTENDED DEADLINE

Students will learn how to provide legal advice and counsel within a federal agency while serving as an integral member of a staff of seven attorneys and one paralegal. Students will perform legal research, draft opinions, review documents, prepare for litigation, meet with clients, and assist in advising program managers and senior attorneys. Students will gain substantive knowledge in general administrative law, appropriations law, the Freedom Information Act, the Privacy Act, environmental law, historic preservation, the grants process, labor law and agreements between federal agencies. To Apply: Email a cover letter, resume, unofficial transcript and writing sample to: Professor Mark Fenster, fenster@law.ufl.edu (application materials in a single PDF document is preferred). Include in the subject line of the email “HUD Externship”.

U.S. Department of Justice, Torts Branch, Aviation & Admiralty, Washington, DC

Faculty Supervisor: TBD
Number of Positions: Up to 4
Credits: 6
Website: http://www.justice.gov/civil/torts/aa/t-aa.html

Application Deadline: March 12, 2013. Applications are reviewed on a rolling basis
The Torts Branch, Aviation and Admiralty Section handles aviation and maritime accident cases and claims. Clients include the Federal Aviation Administration (FAA), the Army Corps of Engineers, the Coast Guard, the Navy, the Maritime Administration, the Transportation Security Administration, and the Departments of Homeland Security, Transportation, Defense, and Commerce. The Aviation and Admiralty Section’s aviation litigation arises from the government’s involvement in such activities as air commerce regulation, air traffic control, aviation security, provision of weather services, and aeronautical charting. This litigation is almost exclusively defensive. When aircraft accidents occur, the section handles litigation involving the FAA’s air traffic control and weather dissemination services, as well as its certification of airports, aircraft, and air personnel. Students perform research, write memoranda, and prepare initial drafts of motions or briefs. Students may also attend depositions, assist with trial preparation, and perform other litigation support. To Apply: Email a cover letter, resume, unofficial transcript and writing sample to: Jessica McCausland, jessica.mccausland@usdoj.gov and CC: Jill Rosa, jill.rosa@usdoj.gov. Note: The Department of Justice has a diverse intern/externship program. For a full list of DOJ agencies, including location and application deadlines, see the DOJ website: http://www.justice.gov/careers/legal/students.html

**U.S. House of Representatives, Committee on the Judiciary, Washington, DC**
Faculty Supervisor: Professor Elizabeth Lear
Number of Positions: Up to 2
Credits: 6
Website: http://judiciary.house.gov/about/internship.html

**Application Deadline:** Not yet published. It is best to apply as soon as possible.

The Committee on the Judiciary offers law students an opportunity to experience the operations of a congressional committee firsthand and learn about the important role that House committees in the House of Representatives play in the legislative process. The Committee on the Judiciary has jurisdiction over a wide range of legislative and oversight issues which include constitutional amendments, litigation reform, patent and trademark law, federal criminal law, federal civil rights law, anti-terrorism, immigration and naturalization, and antitrust. Students are generally placed - based on their areas of interest and experience - with the Full Committee or one of the five subcommittees. To Apply: Email a resume, list of references, and cover letter/letter of introduction which contains the following information: 1) Why you are interested in an internship with the Committee; 2) Your dates and hours of availability; 3) At least one paragraph explaining your political views - specifically on issues falling under the committee’s jurisdiction to: hjc_republicanintern@mail.house.gov or send by mail to: Intern Coordinator, House Judiciary Committee, 2138 Rayburn House Office Building, Washington, DC 20515 Note: Interested candidates should be aware that there is a Majority (Republican) and a Minority (Democrat) office within the committee. Applicants are strongly encouraged to apply with the office which most appropriately reflects their political views. Those interested in interning for the Minority, can find their contact information on the link “Minority Website.”

**U.S. Securities and Exchange Commission, Various Locations**
Faculty Supervisor: Professor Stu Cohn
Number of Positions: Up to 4
Credits: 6
Website: http://www.sec.gov/jobs/jobs_students.shtml

**Application Deadline:** February 8, 2013 for 1L’s - UPDATED

The SEC's mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. About 150 students are hired from law schools around the country. Over the course of the ten-week
program, students work with SEC staff on several projects particular to the specific Division or Office to which they are hired. Students will participate in seminars and workshops on various aspects of the federal securities laws. Preferred: Preference will be given to students with excellent academic backgrounds, professional experience (especially in an industry related to the SEC), and courses in Corporate and Securities Law. To Apply: Apply through USA Jobs website: 2013 Summer Honors Law Program Application now open - 1L (Closing Date: February 8, 2013). Additional Locations: The Securities and Exchange Commission has a diverse intern/externship program. For a full list of SEC agencies, including location and application deadlines see: http://www.sec.gov/jobs/lsop.pdf.

**Immigration Law**

**Americans for Immigrant Justice, Miami, FL**
Faculty Supervisor: Professor Elizabeth Lear  
Number of Positions: Up to 3  
Number of Credits: From 4 to 6  

**Application Deadline:** February 25, 2013

Americans for Immigrant Justice (AI Justice) is one of the nation’s largest non-profit immigration law firms dedicated to protecting and promoting the basic human rights of immigrants. AI Justice has represented clients from around the world and is recognized as a powerful advocate and national leader for immigrants’ rights. AI Justice works closely with traditional civil rights organizations as well as with grassroots organizations and local, state and national government officials to effect positive change in immigration policies. This position offers an excellent opportunity to develop research, writing, and analytical skills. To Apply: Email a resume and a cover letter stating your area(s) of interest and your availability to: info@aijustice.org or mail to: AI Justice Internships, 3000 Biscayne Blvd., Suite 400, Miami, Florida 33137.

To Apply: Email a cover letter, resume, unofficial transcripts and a writing sample (no more than 10 pages) to: meghan.heesch@usdoj.gov. Address cover letter to Meghan Heesch, Attorney Advisor, Orlando Immigration Court, 3535 Lawton Road, Suite 200, Orlando, FL 32803. Note: Selected students must work at least 240 hours for 8 to 10 weeks.

**Intellectual Property Law**

**U.S. Court of International Trade, New York, NY**
Faculty Supervisor: Professor Elizabeth Rowe  
Number of Positions: Up to 3  
Credits: 6  
Website: [http://www.cit.uscourts.gov/AboutTheCourt.html](http://www.cit.uscourts.gov/AboutTheCourt.html)

**Application Deadline:** See the individual Judge’s postings for application deadlines.

The United States Court of International Trade, established under Article III of the Constitution, has nationwide jurisdiction over civil actions arising out of the customs and international trade laws of the United States. To Apply: Students must apply to individual judges. For specific opportunities with individual judges, please consult the hiring policies delineated by the judges on their respective pages of this site: [http://www.cit.uscourts.gov/Judges/index.html](http://www.cit.uscourts.gov/Judges/index.html).
**U.S. Patent and Trademark Office, Alexandria, VA**

Faculty Supervisor: Professor Elizabeth Rowe  
Number of Positions: Up to 3  
Credits: 6  
Website: [http://www.uspto.gov/](http://www.uspto.gov/)

Application Deadline: February 1, 2013

The USPTO is responsible for granting US intellectual property rights for patents and trademarks and providing inventors exclusive rights over their discoveries. Students will research and review patent applications, brief management officials on technology content, devise search strategies, draft non-final office actions, conduct prior art searches, propose an engineering position based on findings, and formulate a written legal position dealing with a range of issues from intellectual property to drafting positions on petition decisions. Note: This is an 8-10 week summer program. There will be two starting dates, one on May 28th and the other on June 10th, 2013. Selected students who have received a formal offer to participate will be notified of their start date. To Apply: Apply through the USAJobs website at [https://www.usajobs.gov/GetJob/ViewDetails/330644500](https://www.usajobs.gov/GetJob/ViewDetails/330644500). Note: In addition to applying to the USPTO, students must submit a copy of their resume and transcript to Professor Rowe, rowe@law.ufl.edu.

**World Intellectual Property Organization, New York, NY - UPDATED**

Faculty Supervisor: Professor Elizabeth Rowe  
Number of Positions: Up to 3  
Credits: 6

To Apply: Please see the Externship Program Guide Part 2

**New Externship Agencies**

*The sites listed below have expressed an interested in our Externship Program. These positions have not been approved by the UF Law Curriculum Committee. If a student accepts a position from one of these sites and wishes it to be considered for an externship, the student must contact the Externship Coordinator immediately to ensure that requirements for UF externs are met. Proposals for new externships must be submitted by the deadline date to be considered. There is no guarantee that new externships will be approved.*

**Academy of Television Arts & Sciences Foundation, Los Angeles, CA - NEW**

The TV Academy Foundation's summer Student Internship Program provides over 40 industry-wide internships to college and graduate students from across the country, and has been hailed for more than a decade as one of the top ten internships in the country. The program gives college students in-depth exposure to professional television production during an eight-week summer period in Los Angeles. **LEGAL AND BUSINESS AFFAIRS** Site: Studio, network, law firm or independent production company legal/business department. Activities: Observation inside the legal and business aspects of the television industry. May include exposure to and participation in the negotiation for the acquisition of source material, engagement of talent agreements (on-screen, writer/producer and directors) and license agreements between networks and studios. May also include a look at the budgeting process, intellectual property, distribution, music, labor and litigation issues related to the production of television programming. To Apply: Apply through the ATASF website at [http://www.emmysfoundation.org/internship-programs](http://www.emmysfoundation.org/internship-programs).
*American Bar Association, Various Offices, Various Locations
The American Bar Association offers intern/externships to law students in areas such as criminal law, children and law, immigration and litigation. For more information see the ABA website.
http://www.americanbar.org/groups/law_students/resources/intern.html.

*Arts and Business Council of Greater Nashville, Nashville, TN
Website: http://www.abcnashville.org
Students will work with ABC’s Volunteer Lawyers & Professionals for the Arts program. As a VLPA intern, students will have the opportunity to gain exposure to all manner of arts and entertainment law. Students will perform client interviews and intakes, participate in client meetings, engage in research on a variety of legal issues, prepare memos on arts and entertainment law topics, draft and review contracts and assist in educational seminars on legal and business topics for the arts community. To Apply: Submit a resume and cover letter expressing your interest to the Director of the VLPA program, Casey Gill Summar at csummar@abcnashville.org.

*CBS Corporation, Various Locations – Updated
Note: The position that is currently open is for spring semester. Check the website frequently for updates on available positions and application deadlines. Students will work closely with attorneys and staff members within the legal department. Students will be responsible for reviewing, summarizing, organizing, and occasional drafting of programming, production, and talent agreements. Additional responsibilities will include researching intellectual property and new media issues, and reviewing and commenting upon footage and music licenses. Pre-Requisite: Second or third year law students and have completed basic contracts and legal research and writing courses. Preferred: Completion of intellectual property courses. Candidates must possess strong interpersonal and organizational skills as well as excellent writing skills. To Apply: Apply through the CBS website. Type “legal intern” into the Keyword box to find legal externships with CBS Corporation.

*Federal Trade Commission, Bureau of Competition, Washington, DC
Website: http://www.ftc.gov/bc/recruit/summer_program.shtm
Application Deadline 1’Ls: The deadline for 2L’s to apply has passed. 1L’s may apply until February 1, 2013. Applications are reviewed on a rolling basis.

The Federal Trade Commission (FTC) enforces a variety of Federal antitrust and consumer protection laws. The FTC seeks to ensure that the nations' markets function competitively. The FTC also works to enhance the smooth operation of the marketplace by eliminating marketing acts or practices that are unfair or deceptive. The FTC, Bureau of Competition is now hiring second year law students for its 2013 Summer Honors Legal Internship Program. Students are placed within one of the following divisions: Mergers I, Mergers II, Merger III, Mergers IV, Anticompetitive Practices, or Health Care. Assignments may include: drafting pleadings, discovery requests and responses; appearing in court or at hearings and depositions with Bureau of Competition attorneys; attending meetings with parties and their outside counsel; reviewing documents; and researching a wide range of legal issues. Pre-requisite: Must be a U.S. citizen or equivalent. To Apply: Email cover letter indicating your interest in antitrust and the Bureau, resume, unofficial transcript, writing sample (no more than 5 pages) and a list of 3 references to: bcrecipient@ftc.gov.
*National Women’s Law Center, Washington, DC*

Website: [http://www.nwlc.org](http://www.nwlc.org)

The NWLC works to create and strengthen laws and policies in regards to women and families on a wide variety of issues such as child care, employment, health care, poverty and income support, social security, etc. The program attempts to match student preferences as to substantive areas and provide students with varied work assignments which may include writing briefs, drafting complaints, writing articles and fact sheets, commenting on proposed federal agency regulations, preparing Congressional testimony, researching legislative history, and attending court, executive branch and Congressional proceedings. **To Apply:** Email cover letter, resume, transcript, a 5-10 page writing sample, and contact information for three references to humanresources@nwlc.org.

*NBC Universal Pictures, Various Locations - NEW*

The legal team provides legal and compliance services for NBCUniversal’s family of businesses. Legal Interns must be detail-oriented with an extraordinary work ethic. Previous experience at a law firm is preferred, as students will need to assist in drafting legal documents. This internship is ideal for students who have completed their first year of law school. **To Apply:** Apply directly to the NBC Website, [http://www.nbcunicareers.com/internships/](http://www.nbcunicareers.com/internships/).

*U.S. Attorney’s Office, Western District of New York, Buffalo, NY*

Website: [www.justice.gov/usao/nyw/](http://www.justice.gov/usao/nyw/)

The Office of the U.S. Attorney for the Western District of New York is responsible for the prosecution of all federal crimes in Western New York, from acts of terrorism to public corruption, gang activities and many other criminal acts. The office also represents the U.S. and its departments and agencies in civil proceedings filed in federal court in the 2nd Circuit. Students assist in the prosecution and defense of both criminal and civil cases in the District Court, the Court of Appeals for the 2 Circuit, and the Bankruptcy Court. Students will research and write motions in pending cases; research legal issues for indictments and investigations; assemble exhibits for trial and observe hearings and trials of cases. **Pre-requisite:** Must be a U.S. Citizen. **To Apply:** Mail application documents to: Lisa Nowak, Paralegal, U.S. Attorney’s Office, 138 Delaware Avenue, Buffalo, New York 14202 a resume, transcript, legal writing sample, dates when available for an interview, telephone number(s) where you can be reached (day and evening) and email address.

*U.S. Department of Education, Office for Civil Rights, Atlanta, GA*


**Application Deadline:** February 25, 2013

OCR is a Federal civil rights enforcement agency that has jurisdiction to investigate complaints of alleged discrimination based on race, color, national origin, sex, age, and disability against institutions that receive Federal financial assistance from the Department and certain public entities. OCR’s mission is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights. **To Apply:** Email a resume, cover letter, and unofficial transcripts to: Ebony Calloway-Spencer, Esq., [Ebony.Calloway-Spencer@ed.gov](mailto:Ebony.Calloway-Spencer@ed.gov).

*U.S. Department of Education, Office of the General Counsel, Washington, DC*


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The Office of the General Counsel’s Legal Internship Program provides students with a unique opportunity to build valuable legal and professional skills in research, writing, briefing and advocacy, while getting exposure to education law and policy. OGC is committed to mentoring and preparing law students for future careers in education law or policy, or education-related service. Students work alongside OGC’s attorneys as they work with clients across the Department to identify potential legal issues and find solutions. Legal interns may work on a number of matters including: litigation or administrative cases and filings; civil rights, special education and equity issues; agency law matters such as the Freedom of Information Act, labor and employment law, contract law and privacy issues; education programs such as Race to the Top, i3 and Direct Lending; the development of regulations; the Department’s Ethics program; and may conduct research on education emerging education issues and strategies, legislation and law. To Apply: See application information on the DOE website at: http://www2.ed.gov/students/prep/job/intern/index.html.

*U.S. Department of the Interior, Office of the Solicitor, Washington, DC
Website: http://www.doi.gov/solicitor/internExtern.html

Application Deadline: January 1, 2013

The DOI is the Nation’s premier conservation agency. DOI offices include the National Park Service, Fish and Wildlife Service, Bureau of Land Management, Bureau of Indian Affairs, U.S. Geological Survey, Bureau of Reclamation, Office of Surface Mining, and Bureau of Ocean Energy Management, Regulation and Enforcement. Students will participate in complex civil litigation before administrative tribunals and assist the Justice Department in litigating matters before federal courts. Students will conduct legal research on a variety of environmental and administrative law issues, as well as issues involving Indian law. The Office resolves appeals under the Freedom of Information Act and is also home to the Department’s Ethics Office. Students typically draft legal memoranda, briefs and motions, and assist with discovery in active federal cases. Students may participate in conference calls and strategy sessions with other agency counsel, including Justice Department lawyers and agency officials. There may be additional opportunities to attend hearings and meetings in the Washington, D.C. area. Preferred: Excellent research and writing skills. To Apply: Email the following documents to studentemployment@sol.doi.gov: a resume with 2 professional or academic references, a completed Student Volunteer Application Form (designate locations/organizations for which you wish to be considered) a cover letter, unofficial transcript, and a writing sample (no more than 3 pages). Send documents as one PDF with the resume as the first page. Include in the subject line of the email “INTERNSHIP APPLICATION – YEAR & SEMESTER”.

*U.S. Office of the General Counsel, Office of Administration, Executive Office of the President, Washington, DC - UPDATED

Students selected for this program will have a unique opportunity to garner insight into the practice of law at a high level of the United States government. Students will work on a wide range of challenging, substantive matters, including appropriations and fiscal law, employment law, government ethics, information and records management law (including the Presidential Records Act), litigation, and procurement law. OGC's "small firm" environment provides law student interns with the opportunity to work closely with senior attorneys, gain practical legal experience, and network with other up-and-coming members of the legal profession. To Apply: See application instructions at: http://www.whitehouse.gov/about/internships.

*U.S. Office of Government Ethics, Washington, DC
Website: www.oge.gov
OGE seeks highly qualified law students participating in a spring semester externship program for class credit in Washington, D.C. to work with attorneys in support of the Office of Government Ethics’ mission. This may include aiding attorneys in: providing oral and written advice to senior agency ethics officials and ethics counselors throughout the executive branch on a wide variety of topics of interest to the ethics community; preparing memorandum on policy and advisory opinions; making presentations to Federal agencies and other organizations; working with the White House and executive branch agencies in reviewing candidates for positions requiring Senate confirmation; drafting legislation and regulations, formulating ethics and conflict of interest policy for the executive branch; and assisting the OGE Director in the administration of the agency. To Apply: Email kerri.cox@oge.gov a separate cover letter, resume, and unofficial law school transcript addressed to Kerri Cox, Associate General Counsel, U.S. Office of Government Ethics, Suite 500, 1201 New York Avenue NW, Washington, D.C. 20005

*Viacom Media Network, Florida, California, Nashville, New York, Chicago
Website: https://jobhuntweb.viacom.com/viacom/taleo/internships.html

Students will work on a variety of issues unique to the individual office. Students may work in areas such as mergers & acquisitions, corporate finance, real estate, compliance, litigation, employment/employee benefits, immigration, licensing, talent agreements and intellectual property, just to name a few. Viacom Media includes Nickelodeon, MTV, Spike, and VH1. Check the website frequently for updates on available positions and application deadlines. To Apply: See application instructions on the web for each site.

*Wounded Warrior Project, Inc., Jacksonville, FL - UPDATED
Credits: From 4 to 6
Website: http://www.woundedwarriorproject.org

Application Deadline: February 28, 2013

The Wounded Warrior Project is a non-profit organization that provides programs and services to severely injured service members during the time between active duty and transition to civilian life. Students will work closely with attorneys and the business teams to research various issues of law, draft, negotiate and edit contracts, and assist with intellectual property management. WWP is seeking students who are resourceful, innovative, and productive, who have good instincts and exercise good judgment and who will support their mission of honoring and empowering wounded warriors. Note: Students must have excellent legal writing and research skills. Preferred: experience in veteran services and/or nonprofit law.

To Apply: Email a cover letter, resume (including class rank), and a writing sample (max of 5 double spaced pages) to lawclerkapp@woundedwarriorproject.org. In your cover letter indicate that you are applying for a for-credit externship position.
United State Attorney’s Office Questionnaire
Pre-Interview Questionnaire
For Non-Sensitive Positions

Students must submit this form with University of Florida Levin College of Law Externship Applications

Name: ____________________ ______ _________________________
First                             M.I.      Last

SSN: __________-________-______

Date of Birth: ____/____/____

Birthplace (City/County/State): ____________________________________

Are You a United States Citizen? ____________________________________

Do You Hold Dual Citizenship with Any Country? _____________________
If Yes, List Country: ________________________

1) In the last year have you illegally used, possessed, supplied or manufactured illegal drugs? [When used without a prescription, illegal drugs include marijuana, cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), stimulants (cocaine, amphetamines, etc.), depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.)]. If “YES”, we will be unable to obtain a security clearance for you. Please contact the Human Resources Specialist you have been working with to advise her of same.

2) Have you ever been arrested, convicted, imprisoned, on probation or on parole? This includes all offenses in which your fingerprints were taken even if the offense occurred when you were a juvenile. If “YES”, use the “Remarks” section below to provide the date, explanation of the violation, place of occurrence and disposition/outcome. If a conviction was expunged under Federal or state law, include the date it was expunged. Do not include traffic fines of $300.00 or less.

3) Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer “NO”.) If “YES”, use the “Remarks” section below to provide the date, explanation of the violation, place of occurrence and the name and address of the military authority or court involved.

4) Are you now under charges for any violation of law? If “YES”, we will be unable to obtain a security clearance for you. If you are currently on probation for any violation, we will be unable to obtain a security clearance for you. Please contact the Human Resources Specialist you have been working with to advise her of same.
5) During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired or did you leave any job by mutual agreement because of specific problems? If “YES”, use the “Remarks” section below to provide the date, an explanation of the problem, reason for leaving and the employer’s name and address. If you were barred from Federal employment by the Office of Personnel Management or any other Federal agency, we will be unable to obtain a security clearance for you. Please contact the Human Resources Specialist you have been working with to advise her of same.

YES NO 

6) Are you delinquent on any Federal debt? (This would include delinquencies arising from Federal taxes, loans, overpayment of benefits and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If “YES”, use the “Remarks” section below to provide the type, length and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt. If you are currently delinquent on any Federal debt and you have not established a payment schedule and made at least two payments, we will be unable to obtain a security clearance for you. Please contact the Human Resources Specialist you have been working with to advise her of same.

REMARKS: (If you need to provide details on an attached sheet, be sure to identify attached sheets with your name, Social Security Number and item number.)

________________________________________________________________________________________
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SIGNATURE

DATE

Revised 7/27/11
Use with SF-85

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