



Summer 2015

**Academic Externship
Program Guide Part 2**

UPDATED: February 13, 2015

Table of Contents

2015 SUMMER EXTERNSHIP SCHEDULE	7
<i>Externship Time Line</i>	7
GENERAL INFORMATION	8
<i>Description of Externship Program</i>	8
<i>Program Requirements</i>	8
<i>Clinics & Certified Legal Interns</i>	8
<i>Credit Information</i>	8
<i>Payment, Financial Aid, Pro Bono & Community Service</i>	9
<i>Externship Administration & Non-Discrimination Policy</i>	9
EXTERN REQUIREMENTS	9
<i>Student Extern Requirements</i>	9
<i>Faculty and Field Supervisor Requirements</i>	9
<i>Journals & Writing Requirements</i>	9
<i>Professionalism & Confidentiality</i>	10
<i>Time Keeping Requirements</i>	10
<i>Externship Evaluations & Grades</i>	10
CREATING NEW EXTERNSHIPS	10
<i>Requirements for Creating New Externships</i>	10
APPLYING FOR EXTERNSHIPS	11
<i>Application Materials</i>	11
<i>Preparing Application Materials</i>	11
<i>Applying for Externships - UF Gator Jobs System</i>	11
<i>Selection of Externs & Notification of Externship Offers</i>	12
YOUR COVER LETTER – ADDRESSING JUDGES	12
<i>U.S. District Court and Appellate Judges</i>	12
<i>Circuit Court Judges</i>	12
<i>General/Other</i>	13
JUDICIAL - U.S. COURTS	14
U.S. District Court, Northern District, Magistrate Judge Gary R. Jones, Gainesville CANCELLED.....	14
U.S. District Court, Northern District, Sr. Judge Maurice Paul, Gainesville.....	14
U.S. District Court, Middle District, Magistrate Judge Philip R. Lammens, Ocala.....	14
U.S. District Court, Middle District, Chief Judge Anne C. Conway, Orlando.....	14
U.S. District Court, Middle District, Judge Carlos E. Mendoza, Orlando.....	14
U.S. Bankruptcy Courts, Multiple Locations, FL.....	14
JUDICIAL - STATE CIRCUIT COURTS	15
1 st Judicial Circuit Court, Pensacola & Multiple Locations.....	15
<i>Multiple Locations</i>	15
3 rd Judicial Circuit, Magistrate Judge Debbie DeNike, Lake City.....	15
4th Judicial Circuit Court, Jacksonville.....	15
<i>Multiple Judges</i>	15
<i>Judge Gary P. Flower</i>	15
5 th Judicial Circuit Court, Marion, Lake, Citrus, Hernando & Sumter Counties.....	16

5 th Judicial Circuit Court, Ocala, Family Law Division.....	16
8 th Judicial Circuit Court, Gainesville	16
<i>Criminal Law Division</i>	16
<i>Civil & Appeals Division</i>	16
<i>Family Law Division</i>	16
<i>Probate Division</i>	16
8 th Judicial Circuit, Alachua County Court Judges, Gainesville	16
<i>Judge Thomas M. Jaworski</i>	16
<i>Judge Susan Miller-Jones</i>	16
9 th Judicial Circuit Court, Orlando	17
11 th Judicial Circuit Court, Miami.....	17
13 th Judicial Circuit Court, Tampa	17
15 th Judicial Circuit Court, West Palm Beach	17
18 th Judicial Circuit Court, Sanford.....	17
Additional Approved Circuit Courts, FL & Non-FL.....	17
<i>Approved Florida Courts</i>	17
<i>Approved Non-Florida Courts</i>	18
<i>JUDICIAL - STATE APPELLATE COURTS</i>	18
1 st District Court of Appeal, Tallahassee.....	18
Florida Supreme Court, Tallahassee	18
<i>BANKRUPTCY LAW</i>	19
U.S. Department of Justice, U.S. Trustee Program, Miami	19
<i>CHILDREN AND FAMILIES</i>	19
Division of Children & Families, Gainesville & *Multiple Locations	19
Guardian ad Litem, Gainesville, Ocala & *Multiple Locations.....	19
<i>West Palm & Delray Beach Guardian ad Litem</i>	20
<i>*Multiple Locations Guardian ad Litem</i>	20
Three Rivers Legal Services, Family Law Division, Gainesville	20
<i>CORPORATE LAW</i>	20
Digital Risk, Orlando	20
Elizabeth Arden, Miramar	20
Exactech, Inc., Gainesville	20
Fidelity National Financial Group, Jacksonville	21
Grooveshark, Gainesville	21
HD Supply, Atlanta, GA & Orlando, FL	21
Hendry Marine Industries, Tampa.....	21
Jabil Circuit Inc., St. Petersburg.....	21
Ladies Professional Golf Association (LPGA), Daytona Beach.....	22
Office Depot, Inc., Boca Raton	22
Schneider Electric, Foxboro, MA.....	22
Southeast Toyota Distributors, LLC, Deerfield Beach	22
Tampa Bay Lightning /Tampa Bay Times Forum, Tampa	22
Tech Data Corporation, Clearwater.....	23
TECO Energy, Tampa.....	23
Zumba Fitness, LLC, Hallandale Beach	23
<i>CRIMINAL LAW</i>	23
Florida Capital Resource Center (Regional), Gainesville/Ocala.....	23
Office of Criminal Conflict & Civil Regional Conflict, Gainesville	23

Office of the Public Defender, Gainesville, Ocala & *Multiple Locations, FL.....	24
17 th Judicial Circuit, Ft. Lauderdale, Public Defender's Office.....	24
11 th Judicial Circuit, Miami, Public Defender's Office.....	24
9 th Judicial Circuit, Orlando & Kissimmee, Public Defender's Office.....	24
*Multiple Locations Public Defender's Office, Florida.....	24
*19 th Judicial Circuit, Public Defenders, Ft. Pierce, Stuart, Vero Beach, Okeechobee, Pt. St. Lucie.....	24
*Multiple Locations Public Defender's Office, Non-Florida, CO, VA, GA, TX, NY.....	24
Office of the State Attorney, Criminal Division, Gainesville.....	24
Office of the State Attorney, *Multiple Locations.....	25
17 th Judicial Circuit, Ft. Lauderdale, State Attorney's Office.....	25
4 th Judicial Circuit, Jacksonville, State Attorney's Office.....	25
5 th Judicial Circuit, Ocala, State Attorney's Office.....	25
7 th Judicial Circuit, St. Augustine, State Attorney's Office.....	25
13 th Judicial Circuit, Tampa, State Attorney's Office.....	25
15 th Judicial Circuit, West Palm Beach, State Attorney's Office.....	25
*Multiple Locations State Attorney's Office.....	25
*18 th Judicial Circuit, State Attorney's Office, Melbourne (Brevard & Seminole County).....	26
U.S. Attorney's Office, Middle, Northern & Southern Districts, Multiple Locations.....	26
Middle District United States Attorney's Office.....	26
Northern District United States Attorney's Office – Filled. Deadline date was Nov. 24, 2014.	26
Southern District United States Attorney's Office.....	26
Office of the District Attorney, CA, GA, NY, NJ.....	26

DOMESTIC VIOLENCE 26

Intimate Partner Violence Assistance Clinic (IPVAC), Shands, Gainesville.....	26
Office of the State Attorney, Domestic Violence Unit, Gainesville.....	27
Three Rivers Legal Services, Domestic Violence Division, Gainesville.....	27

ENVIRONMENTAL & LAND USE LAW 27

Audubon Florida, Miami.....	27
Center for Biological Diversity, St. Petersburg, FL * Multiple Locations.....	27
Center for International Environmental Law, Washington, DC.....	28
Office of the County Attorney, Multiple Locations, FL.....	28
Defenders of Wildlife, Washington, DC.....	28
EarthJustice, Tallahassee & *Philadelphia, PA.....	28
Environmental Law Alliance Worldwide, Eugene, OR.....	28
Environmental Protection Commission, Hillsborough County, Tampa.....	29
Environmental Protection Department, Alachua County Forever, Gainesville.....	29
Florida Building Commission, Tallahassee.....	29
Florida Division of Administrative Hearings, Tallahassee.....	29
Florida Fish & Wildlife Conservation Commission, Tallahassee.....	29
Florida Inland Navigation District, Miami.....	29
Harvard Food Law and Policy Clinic, Jamaica Plain, MA.....	30
National Oceanic & Atmospheric Administration (NOAA), St. Petersburg.....	30
New Orleans Redevelopment Authority (NORA), New Orleans, LA.....	30
Public Trust Environmental Law Institute of Florida, Jacksonville.....	30
St. John's River Water Management District, Palatka.....	30
South Florida Water Management District, West Palm Beach.....	31
Surfrider Foundation, San Clemente, CA.....	31
The Nature Conservancy, Altamonte Springs.....	31
U.S. Environmental Protection Agency, *Multiple Locations.....	31
Atlanta, GA Environmental Protection Agency.....	31
Washington, DC Environmental Protection Agency.....	32

*Multiple Locations Environmental Protection Agency.....	32
FEDERAL GOVERNMENT LAW	32
Federal Communications Commission, Washington, DC & *Multiple Locations	32
FCC Public Safety and Homeland Security Bureau–Policy and Licensing Division.....	32
FCC Strategic Analysis & Negotiations Division (SAND).....	32
FCC Office of Administrative Judges	32
*Multiple Locations/Offices Federal Communication Commission.....	33
Federal Trade Commission, Dallas, TX & *Multiple Locations	33
*Multiple Locations Federal Trade Commission	33
Florida Governor’s Office, Office of the General Counsel, Tallahassee	33
Internal Revenue Service, Jacksonville, Miami & *Multiple Locations.....	33
Jacksonville Internal Revenue Service.....	33
Miami Internal Revenue Service	33
*Multiple Locations Internal Revenue Service	34
Office of Government Information Services, Washington, DC	34
U.S. Dept. of Housing & Urban Development, General Counsel, Jacksonville	34
U.S. Department of Justice, Torts Branch, Aviation & Admiralty, Washington, DC.....	34
U.S. House of Representatives, Committee on the Judiciary, Washington, DC	34
U.S. Army & Navy Judge Advocates General’s Office (JAG), *Multiple Locations.....	35
U.S. Securities and Exchange Commission, *Multiple Locations	35
*Multiple Locations U.S. Securities and Exchange Commission	35
U.S. Senate Finance Committee, Washington, DC	35
HEALTH CARE LAW	36
American Medical Association, Office of the General Council, Chicago, IL.....	36
State of Florida Department of Health, Miami-Dade & Monroe Counties	36
Shands Legal Services, Gainesville.....	36
University of Florida, Health Science Center, Self-Insurance Program, Gainesville	36
HIGHER EDUCATION LAW	36
Broward County School Board, Ft. Lauderdale	37
Duval County School Board, Jacksonville.....	37
Miami-Dade College, Office of Legal Affairs, Miami.....	37
Santa Fe College, Office of the General Counsel, Gainesville	37
University of Florida, Office of Student Legal Services, Gainesville.....	37
University of Florida, Office of the Vice President & General Counsel, Gainesville.....	38
IMMIGRATION LAW	38
Americans for Immigrant Justice, Miami.....	38
U.S. Dept. of Justice, Office for Immigration Review, Immigration Court, Orlando.....	38
U.S. Dept. of Homeland Security, Immigration & Customs Enforcement, Orlando	38
U.S. Dept. of Homeland Security, Immigration & Customs Enforcement, Miami.....	39
INTELLECTUAL PROPERTY LAW.....	39
U.S. Court of International Trade, New York, NY	39
U.S. Patent and Trademark Office, Alexandria, VA & Multiple Locations	39
*Multiple Locations USPTO.....	39
INTERNATIONAL LAW	40
Arnold Silverman Internship Program, Shurat HaDin Israel Law Center, Tel Aviv	40
LOCAL GOVERNMENT LAW	40

Gainesville Regional Utilities, Office of the General Counsel, Gainesville	40
Office of the City Attorney, Gainesville & Palm Bay.....	40
Office of the County Attorney, Alachua & Levy Counties, Gainesville & Bronson	40
Office of the County Attorney, Lee County, Ft. Myers	41
City and County Attorney Offices, *Multiple Locations	41
<i>PUBLIC INTEREST, HUMAN & CIVIL RIGHTS LAW</i>	<i>41</i>
Blackstone Legal Fellowship, *Multiple Locations	41
Community Legal Services of Mid-Florida, Multiple Locations	41
Community Legal Services of Mid-Florida, Equal Justice Works/AmeriCorps JD Veterans Legal Corps (VLC), Multiple Locations. CANCELLED.....	41
Disability Rights Legal Centers, Los Angeles, CA.....	42
Florida Institutional Legal Services, Gainesville	42
Global Centurion Foundation, Washington, DC	42
Harvard Legal Aid Bureau, Cambridge, MA	42
Innocence Project of Florida, Tallahassee.....	43
Inter-American Institute of Human Rights, San Jose, Costa Rica	43
Legal Aid Services, Multiple Locations	43
Robert F. Kennedy Center for Justice & Human Rights, Washington, DC	43
Southern Center for Human Rights, Atlanta, GA.....	44
Southern Legal Counsel, Inc., Gainesville	44
Three Rivers Legal Services, Gainesville & Lake City	44
U.S. Department of Education, Office for Civil Rights, Atlanta, GA REVISED.....	44
<i>STATE GOVERNMENT LAW</i>	<i>44</i>
Office of the Attorney General, *Multiple Locations	44
<i>NEW EXTERNSHIP AGENCIES.....</i>	<i>45</i>
*American Bar Association, Multiple Offices & Locations	45
*Center for Disease Control and Prevention, Atlanta, GA	45
*Peace Corps, Office of the Inspector General, Washington, DC	45
*U.S. Department of Commerce, Office of the General Counsel, Washington, DC	45
*U.S. Department of Justice, Multiple Offices & Locations	46
*Wounded Warrior Project, Inc., Jacksonville.....	46
* Legal Externship Programs, Multiple Locations, Washington, DC	46
* Legal Externship Programs, Multiple U.S. & International	46
<i>ADDITIONAL FORMS & APPLICATION DOCUMENTS</i>	<i>47</i>
<i>5th Judicial Circuit Court, All Locations -</i>	<i>47</i>
<i>8th Judicial Circuit Court, Family Law -.....</i>	<i>47</i>
<i>13th Judicial Circuit Court -.....</i>	<i>47</i>
<i>Florida Attorney's General's Office -.....</i>	<i>47</i>
<i>Internal Revenue Service -</i>	<i>47</i>
<i>Public Defender's Office, Orlando & Kissimmee -.....</i>	<i>47</i>
<i>State Attorney's Office, 5th & 8th Judicial Circuits -</i>	<i>47</i>
<i>State Attorney's Office, 13th Judicial Circuit -.....</i>	<i>47</i>
<i>State Attorney's Office, 7th & 17th Judicial Circuit -.....</i>	<i>47</i>
<i>State Attorney's Office, 18th Judicial Circuit -.....</i>	<i>47</i>
<i>United States Attorney's Office, All Districts -</i>	<i>47</i>
<i>DIVISION OF CHILDREN & FAMILIES LOCATIONS</i>	<i>48</i>

2015 Summer Externship Schedule

Externship Time Line

Tuesday, January 20	Informational meeting for students interested in 2015 Summer Externship opportunities at 5:00 p.m. in room 355B. Externship positions are available on the Gator Jobs web site https://jobs.ufl.edu
Monday, February 23	Deadline for Externship applications. Students may apply on-line until midnight. (Except where noted)
March 3 (approx.)	2015 Fall Externship positions will be open for applications
March 2-March 6	Spring Break
Friday, March 13	Deadline for Faculty and Field supervisors to submit selections. Students are notified of selections as they come in.
Friday, March 20	Student deadline to Accept or Decline Externships
March 31-April 2	ISIS Advanced registration for Summer and Fall terms
Friday, April 10	<u>Mandatory</u> for Judicial Externs Only - Judicial Externship Preparation Mini Course at 2:15 p.m. in room 355B Holland
April - TBD	<u>Mandatory</u> for all Externs - Externship Orientation Meeting
April - TBD	<u>Mandatory</u> for all Externs - Legal Research Mini Course
Friday, April 10	Deadline to submit new externship proposals to Curriculum Committee
Monday, April 20	Last day of Spring classes
April 21-April 23	Reading Period
April 24-May 7	Exam Period
Thursday, May 15	<u>Mandatory</u> for all Gainesville State Attorney's office Externs Orientation Meeting at the State Attorney's Office
May 18 – May 20	Drop/Add using ISIS
May 18 – July 7	Summer Semester Dates
Monday, August 10	Last day for all Summer Externs to complete hours
Monday, August 17	Fall Classes Begin

General Information

Description of Externship Program

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 externship 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

The ABA requires students to successfully complete at least one academic year of study before participating in an externship. Students may apply for externships while completing their first year if the externship does not commence until after first year classes are completed. Depending on the externship, students may be required to complete pre-requisite courses. Applicants who do not meet the required pre-requisites for a position will not be considered for that position. Students must be in good academic standing in the semester preceding their participation in the externship program. ABA rules preclude students from receiving credit for an externship for which compensation is received.

Clinics & Certified Legal Interns

Students **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.

Credit Information

- Credit is awarded pass/fail by the Faculty Supervisor after all hours and assignments are 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.
- The law school does not offer 1 credit Externships
- 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

The chart below is based on semester dates. A limited hours may be accrued in advance of the semester with permission from Faculty and Field Supervisors. Likewise, externships may be completed early if the hourly requirement has been met and with appropriate permission from both Faculty and Field Supervisors. All hours must be completed before the beginning of the following semester.

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

Payment, Financial Aid, Pro Bono & Community Service

- 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 will be applied toward a pro bono certificate. Additional hours must be approved by the Field Supervisor.

Externship Administration & 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. The University of Florida Levin College of Law's Externship program has been created in compliance with ABA standards 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.

Extern Requirements

Student Extern Requirements

Externs must attend an Externship Orientation meeting and may be required to attend additional meetings as required by Faculty and or Field Supervisors. Summer externs are required to attend additional meetings and training sessions. Externs will be registered for a designated Credits. Based on the Credits, externs are required to work the subsequent hours until all hours are complete. Externs must have approval from the Field supervisor for weekly schedules, schedule adjustments, and must complete all required hours prior to the semester deadline date. If for any reason students cannot work for a period of time they are required to contact the Faculty and Field supervisors as well as the Externship Coordinator.

Externs must submit journals, and any other academic paperwork as designated by the Faculty or Field Supervisors. Externs must report hours worked to the Extern Coordinator on a biweekly basis. At the end of each semester externs are required to complete an Extern Evaluation form. The Program Director must approve all requests to renege on any accepted externship offer. Approval will not be granted unless there are extraordinary circumstances.

Faculty and Field Supervisor Requirements

The Faculty Supervisor for an externship must be a full-time member of the College of Law faculty, may not be an adjunct, non-faculty administrator or researcher and must have an academic relationship to the subject of the externship. The Field Supervisor must be an attorney licensed to practice law.

Faculty and Field Supervisors are encouraged to have their own orientation meetings. Students are required to attend these meetings in addition to the general orientation meeting held at the law school. Orientation meetings at the job site may be counted as time worked with approval from the Field Supervisor. Orientation meetings required by the Faculty Supervisor may not be counted as time worked. These meetings are a part of the academic requirement. Issues externs should clarify during these meetings include:

- Each individual's goals for the externship
- Information regarding your direct Field Supervisor, how to get work assignments, your work space and your schedule
- Information from your Faculty Supervisor regarding regular contact and additional academic requirements

Journals & Writing Requirements

The purpose of keeping a journal during your externship is to provide a reflective learning experience. You are expected to write about what you are learning about the law, lawyering skills, and yourself as a student and as a lawyer. Your journal should include observations and reflections of your field experience, the judicial system, and your insights. A recitation of the week's events is not adequate. Serious reflection can give you valuable insight into such things as:

- Types of work that you prefer (research, writing, talking to clients, in court)
- Areas of substantive law that interest you
- Ways in which you interact with people in your work place and ways they interact with each other
- Working styles: long projects with few deadlines, or a fast-paced, multi-deadline environment

Journal topics include:

- Your goals for the externship and your progress toward meeting those goals
- Your thoughts or reflections about issues you are working on
- Professional responsibility
- The substantive law which you are working with
- What it means to be a lawyer in the context of the work you are doing
- Justice or access to justice issues
- Specific comments about what you are learning

Note: Timely completion of work is a critical component of being a good lawyer. In this class, your journals and time sheets are your lawyer's work.

Professionalism & Confidentiality

Externs 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 confidentiality concerns of your particular job site. 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!

Time Keeping Requirements

Externs are required to submit bi-weekly time sheets to Ms. Barnes in the Career Development office. This may require working extra days to make up for courthouse closings, etc. Required hours must be completed by the semester deadline.

The following items **may** be counted as part of Externship hours worked:

- Private meetings with your Supervising Attorney or Judge
- Working lunches and meetings that you are required to attend
- Field trips

The following items may not be counted as Externship hours worked:

- Holidays when the office is closed
- Time spent writing in journals (one professor allows students to count journals as time worked)
- Mandatory classes and orientations
- Non-working lunch hours

Externship Evaluations & Grades

Externs 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. Please be candid on the Student Evaluation in order for the Externship Program to make the best placement decisions for future externs. Credit for externships is on a pass/fail basis. Failure to comply with the requirements is grounds for termination (without credit) of the Externship, a grade of "F" and preclusion from participating in future Externships.

Creating New Externships

Requirements for Creating New Externships

Externship sites that are not advertised through the College of Law must meet ABA and COL guidelines. Requirements for creating new externships include the following:

- The site must be in a not-for-profit organization, government agency, court or tribunal, or a corporation
- 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 approved by the Curriculum Committee prior to the deadline set for each semester. The faculty member, who will supervise the externship, must submit a new externship proposal to the Curriculum Committee. Committee approval is not guaranteed. If these procedures are not completed BEFORE the deadline date, the proposed externship will not be eligible. The deadline to submit new externship proposals for the Summer 2015 semester is April 9. New externships that are not listed in this Program Guide will be advertised via email as they come available.

Applying for Externships

Application Materials

The following documents are required and must be submitted with each application unless otherwise noted:

- Cover letter addressed to the Faculty Supervisor (unless otherwise stated)
- Resume
- Unofficial transcript (may be downloaded from ISIS)
- Writing sample (approximately 5-12 pages)
- *Additional Documents as requested

*Some locations require additional documents. Please read the externship description carefully to ensure that all required documents are included in your application. Applicants are responsible for the inclusion of all application materials.

Students are permitted to submit applications for multiple externships. However, judicial externships must be given priority. If you apply for both non-judicial and judicial externships, and a judge offers you a position first, you must accept the judge's offer. If you apply for multiple judicial externships, you must accept the first one offered to you. Once you accept an externship offer, you are committed to performing and completing it and **YOU MAY NOT RENEGE.**

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. In many cases, your cover letter is considered as a writing sample. Take the same care writing your cover letter as you would a graded writing sample. Indicate what you expect to bring to the externship and your goals for the externship. Always sign your cover letter. Review your cover letter carefully 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.

Applying for Externships - UF Gator Jobs System

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

➤ 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 Jobs** link
- Click on the arrow next to **Job Type** drop down box
- Select Externship and click on the **SEARCH** button
- Click on the word **EXTERNSHIP** or the **View Details** link of the posting for details

➤ To view a particular externship:

- After clicking on the **Search Jobs** link, click the box next to **Requisition Number**
- Type the Requisition Number assigned to the position in the box and press the **Enter** key

➤ To apply for an externship position:

- While on the Posting Details webpage (for any position) click the **Apply to this Job** link
- You will be prompted to **Login** to the Gator Jobs system
- If you already have an account set up, while on the Posting Details webpage click the **Apply to this Job** link, logon and follow the application pages until the required information is complete

- If you have not yet set up an account, click on the **Create a new account now** link and follow the process to create an account. The application is reused from position to position. Once an initial application is set up, you may apply for positions directly from the externship description.

Selection of Externs & Notification of Externship Offers

Application materials received by the deadline date will be reviewed by the Faculty and/or Field Supervisor. Sites may make offers based on a student's resume and application materials alone, others may require an interview. Some sites ask the Externship Coordinator or the Faculty Supervisor to make offers. In this case, students will be notified via email when selections are received from Faculty or Field Supervisors. Other sites make offers directly to students. Students are required to complete administrative paperwork upon acceptance of an externship. Students who accept an externship directly from Field or Faculty supervisors must contact the Externship Coordinator, Julie Barnes, in the Career Development office as soon as possible. Acceptance of an offer creates a **binding obligation** and may not be rescinded. Upon acceptance of an externship offer, you should immediately withdraw from previously scheduled interviews with all externship sites. Students who are not selected for externships will receive notification when the position is closed and all externs have been selected.

Your Cover Letter – Addressing Judges

Please Note: Court titles differ from state to state. The examples below are Florida specific. The following is the proper way to address judges in your cover letters.

U.S. District Court and Appellate Judges

➤ *Chief Judge*

- Address: The Honorable [Full Name]
Chief United States District Judge
[Southern, etc.] District of Florida
Address
City, State & Zip Code
- Salutation: Dear Chief Judge [Last Name]:

➤ *Magistrate Judge or Senior Judge*

- Address: The Honorable [Full Name]
United States Magistrate [or Senior] Judge
[Southern, etc.] District of Florida
Address
City, State & Zip Code
- Salutation: Dear Judge [Last Name]:

➤ *District Judge*

- Address: The Honorable [Full Name]
United States District Judge
[Southern, etc.] District of Florida
Address
City, State & Zip Code
- Salutation: Dear Judge [Last Name]:

Circuit Court Judges

➤ *Chief Judge*

- Address: The Honorable [Full Name]
Chief Judge
[Nth] Judicial Circuit Court
Address
City, State & Zip Code
- Salutation: Dear Chief Judge [Last Name]:

➤ *Judge, Magistrate Judge, or Senior Judge*

- Address: The Honorable [Full Name]
[Nth] Judicial Circuit Court
Address
City, State & Zip Code
- Salutation: Dear Judge [Last Name]:

General/Other

➤ *Attorney General*

- Address: The Honorable [Full Name]
Attorney General of Florida
Address
City, State & Zip Code
- Salutation: Dear Attorney General [last name]: or Dear Mr./Madam Attorney General:

➤ *Mr., Ms., Professor, Other*

- Address: [Mr. or Ms., Professor, etc.] [Full Name]
Title (if not above) For instance, Legal Advisor, Staff Attorney, etc.
Address
City, State & Zip Code
- Salutation: Dear [Mr. or Ms.] (not both) [Last Name]:
- For Example: Dear Ms. Smith: Dear Mr. Harris: or Dear Professor Smith:

Judicial – U.S. Courts

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, and will include discussing issues with the judge and law clerks, reviewing case files, performing legal research, observing courtroom proceedings, writing case summaries and drafting bench memoranda. **Note:** Students working in both Federal and State Courts must submit to a background check and may be subject to fingerprinting and other forms of reference checking. Completion of a background check may take up to 8 weeks so it is best to apply as soon as possible. In most cases, applications for judicial externships will be reviewed as they are received and therefore available positions may be filled prior to the application deadline.

U.S. District Court, Northern District, Magistrate Judge Gary R. Jones, Gainesville. CANCELLED

UPDATE 02/10/2015. This position is CANCELLED for Summer 2015.

Faculty Supervisor: Professor Deb Cupples, Positions: 1, Credits: From 2 to 6

Requisition Number: ~~ES1501~~

Address cover letter to: ~~The Honorable Gary R. Jones, United States Magistrate Judge, Northern District of Florida, United States Court House, 401 SE First Ave. Suite 243, Gainesville, FL 32601. **Required:** 2nd or 3rd year student.~~

U.S. District Court, Northern District, Sr. Judge Maurice Paul, Gainesville

Faculty Supervisor: Professor Jeff Davis, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1502

Address cover letter to: The Honorable Maurice Paul, Sr. United States District Judge, Northern District of Florida, United States Court House, 401 SE First Ave., Suite 243, Gainesville, FL 32601, **Note:** In your cover letter list all other externships for which you are applying and indicate your first choice. **Required:** Must be 2nd or 3rd year law student and must work at least 15-20 hours per week.

U.S. District Court, Middle District, Magistrate Judge Philip R. Lammens, Ocala

Faculty Supervisor: Professor Stacey Steinberg, Positions: 1, Credits: From 3 to 6

Requisition Number: ES1503

Address cover letter to: The Honorable Philip R. Lammens, United States Magistrate Judge, Middle District of Florida, Golden-Collum Memorial Federal Building & U.S. Courthouse, 207 NW 2nd St., Ocala, FL 34475. **Required:** Must be a 2nd or 3rd year law student.

U.S. District Court, Middle District, Chief Judge Anne C. Conway, Orlando

Faculty Supervisor: Jason Nance, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1504

Address cover letter to: The Honorable Anne C. Conway, Chief United States District Judge, Middle District of Florida, U.S. Courthouse, 401 West Central Blvd., Orlando, FL 32801.

U.S. District Court, Middle District, Judge Carlos E. Mendoza, Orlando

Faculty Supervisor: TBD, Positions: 1, Credits: From 3 to 6

Requisition Number: ES15110

Preferred: 2nd year students in the top 1/3 of their class preferred. Law Review or Moot Court a plus. **Address cover letter to:** The Honorable Carlos E. Mendoza, United States District Judge, Middle District of Florida, 401 West Central Blvd., Orlando, FL 32801.

U.S. Bankruptcy Courts, Multiple Locations, FL

Faculty Supervisor: Professor Jeff Davis, Positions: 1 with each Judge, Credits: From 2 to 6

Requisition Number: ES1505

Students write memoranda, draft judicial orders and observe courtroom proceedings in U.S. Bankruptcy Courts.

Judges may include: Tallahassee-Judge Karen Specie, Jacksonville-Judge Paul Glenn, Judge Jerry Funk, Orlando-Judge Karen Jennemann, Judge Arthur Briskman, Tampa-Judge Michael Williamson, Judge Rodney May, W. Palm Beach-Judge Paul Hyman, Ft. Lauderdale-Judge John Olson, Judge Raymond Ray, Miami-Judge Jay Cristol, Judge Robert Mark, Judge Laurel M. Isicoff. **Required:** Successful completion of Creditors' Remedies & Bankruptcy is a requirement of this externship. Students must spend at least 2 days per week on-site. **Note:** In your cover letter please list, the grade you made in Creditors' Remedies & Bankruptcy, and in order of preference, all of the cities that you would be willing to accept a position in. Do not list a city unless you would actually work there. **Note:** Not all Judges accept externs every semester.

Judicial – State Circuit Courts

Students will have the opportunity to observe court proceedings and will gain insight into the workings of our state court system and the thought processes of judges. Students will gain litigation experience working with the judges and the staff attorneys on pending cases. Students will attend hearings, research legal issues, produce legal memoranda, draft orders and review court files. Students will have frequent contact with judges, Clerk of the Courts, Administrative Office of the Courts, State Attorney, Public Defender, private attorneys, law clerks, state and local law enforcement, witnesses, bailiffs, criminal justices, social service professionals and the general public. Work is often of a sensitive and confidential nature. Students must observe high standards of conduct. Work requires independent judgment and is performed under the general supervision of a Judge or Attorney.

1st Judicial Circuit Court, Pensacola & Multiple Locations

Faculty Supervisor: Professor Silvia Menendez, Positions: Multiple, Credits: From 2 to 6

To Apply: Submit a resume and cover letter via email to: shelia.sims@flcourts1.gov. In your cover letter indicate your choice of court (family, criminal, juvenile, etc.). If you do not have a preference you will be placed with a judge or one of the court programs. **Address cover letter to:** Ms. Shelia Sims, M.C. Blanchard Judicial Building, 190 Governmental Center, Pensacola, FL 32502.

Multiple Locations

1st Circuit Courts: Escambia (Pensacola), Santa Rosa (Milton), Okaloosa (Crestview), Walton (DeFuniak Springs). Students interested in working in 1st Circuit courts other than Escambia County (Pensacola) should follow the directions above and indicate which court(s) you are applying to.

3rd Judicial Circuit, Magistrate Judge Debbie DeNike, Lake City

Faculty Supervisor: Professor Silvia Menendez, Positions: Multiple, Credits: From 2 to 6

Requisition Number: ES15106

Students may work cases including, mortgage foreclosure, probate and guardianship, pro se domestic relations cases, small claims as well as post-conviction relief motions in criminal cases. **Address cover letter to:** Crystal Ecker, Esq., Trial Court Law Clerk, Third Judicial Circuit Court, 173 N.E. Hernando Avenue, Lake City, FL 32055.

4th Judicial Circuit Court, Jacksonville

Faculty Supervisor: Professor Silvia Menendez, Positions: Up to 4, Credits: From 2 to 6

Required: Legal memo, draft order, or other legal document as a writing sample (not law review article). **Preferred:** Completion of Criminal law related courses and rising 3rd year students.

Multiple Judges

To Apply: Email application documents and include a list of 3 references with contact information to: maguila@coj.net. **Address cover letter to:** Maria Aguila, Esq. Director, Judicial Staff Attorneys, Duval County Unified Courthouse, 501 W. Adams Street, #6130, Jacksonville, FL 32202.

Judge Gary P. Flower

To Apply: Email application documents to brittanyf@coj.net. **Address cover letter to:** The Honorable Gary P. Flower, Duval County Unified Courthouse, 501 W. Adams Street, Jacksonville, FL 32202.

5th Judicial Circuit Court, Marion, Lake, Citrus, Hernando & Sumter Counties

Faculty Supervisor: Professor TBD, Positions: Multiple, Credits: From 2 to 6

To Apply: Email cover letter indicating the county(s) you are applying for, a resume, writing sample, completed [5th Judicial Circuit Application Form](#) and two letters of recommendation to: bkruzick@circuit5.org. **Address cover letter to:** Barbara Kruzick, Human Resources Consultant, Lake County Judicial Center, 550 West Main Street, 4th Floor, Tavares, FL 32778. See program information: <http://www.circuit5.org/c5/news-events/outreach/student-interextern-program/>

5th Judicial Circuit Court, Ocala, Family Law Division

Faculty Supervisor: Professor Shani King, Positions: Up to 3, Credits: From 2 to 6

Requisition Number: ES1507

This externship may qualify for the Family Law Certificate Program. **Address cover letter to:** Barbara Kissner, Child Support Hearing Officer, Marion County Judicial Center, 110 NW First Ave., Ocala, FL 34475.

8th Judicial Circuit Court, Gainesville

Criminal Law Division

Faculty Supervisor: Professor Patricia Thomson, Positions: Up to 4, Credits: From 2 to 6

Requisition Number: ES1509

This externship may qualify for the Criminal Law Certificate Program. Assignments will be given by the Sr. Staff Attorney. **Required:** Completion of Evidence **Address cover letter to:** Robert Folsom, Sr. Staff Attorney, Alachua County Criminal Justice Center, 220 South Main Street, Gainesville, FL 32601.

Civil & Appeals Division

Faculty Supervisor: Professor Henry Wihnyk, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1512

Students will work on circuit court appellate cases and extraordinary writs, including petitions for writs of certiorari, mandamus and habeas corpus. **Address cover letter to:** Erin Preston, Staff Attorney, Alachua County Family & Civil Justice Center, 201 E. University Ave., Gainesville, FL 32601.

Family Law Division

Faculty Supervisor: Professor Shani King, Positions: Up to 5, Credits: From 2 to 6

Requisition Number: ES1510

This externship may qualify for the Family Law Certificate Program. **Required:** In addition to other application materials, students must submit a completed [8th Judicial Circuit Family Law Application form](#) **Address cover letter to:** Katherine Mockler, Staff Attorney, Alachua County Family & Civil Justice Center, 201 E. University Ave., Gainesville, FL 32601.

Probate Division

Faculty Supervisor: Professor Lee-ford Tritt, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1511

This externship may qualify for the Estates & Trusts Certificate Program. **Required:** Students **must** be enrolled in the E&T Certificate Program. **Address cover letter to:** David Altman, Staff Attorney, Alachua County Family & Civil Justice Center, 201 E. University Ave., Gainesville, FL 32601.

8th Judicial Circuit, Alachua County Court Judges, Gainesville

Faculty Supervisor: Professor Patricia Thomson, Positions: Up to 2, Credits: From 2 to 6

Students will work with Judges on civil cases including landlord tenant, traffic and small claims. The county civil court also gives backup assistance to the circuit criminal division for two weeks each month. **Address for the County Court:** Alachua County Family and Civil Justice Center, 201 East University Avenue, Gainesville, FL 32601

Judge Thomas M. Jaworski

Requisition Number: ES1508 **Address cover letter to:** The Honorable Thomas M. Jaworski.

Judge Susan Miller-Jones

Requisition Number: ES15109 **Address Cover Letter to:** The Honorable Susan Miller-Jones.

9th Judicial Circuit Court, Orlando

Faculty Supervisor: Professor Deb Cupples, Positions: Up to 3, Credits: From 2 to 6

To Apply: Apply directly to individual Judges via mail or email (if available on the website). For a listing of 9th Judicial Circuit Court Judges see the website at: <http://www.ninthcircuit.org/about/judges>.

11th Judicial Circuit Court, Miami

Faculty Supervisor: Professor Jason Nance, Positions: Up to 4, Credits: From 3 to 6

To Apply: Apply on-line at: <https://www.jud11.flcourts.org/SCSingle.aspx?pid=655>. **Address cover letter to:** Ms. Anays Lorenzo, Volunteer Coordinator, Administrative Office of the Courts, Eleventh Judicial Circuit, Lawson E. Thomas Courthouse Center, 175 NW 1st Avenue, Room 3016, Miami, FL, 33128.

13th Judicial Circuit Court, Tampa

Faculty Supervisor: Professor Elizabeth Lear, Positions: Up to 4, Credits: From 3 to 6

Application Deadline: February 28, 2015. **Application Documents:** Cover letter, resume and completed forms - [Internship Application](#) and [13th Circuit Record Check Form](#) (per instructions on form, include a copy of your driver's license and either SSN Card or passport). **Preferred:** Transcripts and a writing sample are not required; however, students are encouraged to send these documents. **To Apply:** email application documents to coutursa@fljud13.org. **Address cover letter to:** Ms. Sarah Couture, 13th Judicial Circuit, 800 East Twiggs Street, Suite 603, Tampa, FL, 33602. Submit each application document as a separate file (Acrobat or Word files preferred).

15th Judicial Circuit Court, West Palm Beach

Faculty Supervisor: Professor Elizabeth Lear, Positions: Up to 4, Credits: From 3 to 6

Application Deadline

: 4:00 p.m. on February 26, 2015. **Required:** Applicants must have a strong academic record (minimum 3.0 GPA preferred), possess excellent research, writing and communication skills, and be proficient in word processing and computer skills. Students must commit to a minimum of 10 weeks. Split summers are not permitted. **Note:** The summer program is also used to evaluate law students for clerkship opportunities following graduation. **To Apply:** Mail a cover letter, resume, college and law school unofficial transcript, three names and phone numbers of work or school related references and a 5-8 page double spaced writing sample that must include legal analysis and case citations. **Address cover letter and mail to:** Amy S. Borman, General Counsel, 15th Judicial Circuit, 205 N. Dixie Highway, 5th Floor, West Palm Beach, FL 33401. Students are required to send a copy of all application materials via email to Professor Lear, lear@law.ufl.edu. Materials are NOT to be emailed to Ms. Borman.

18th Judicial Circuit Court, Sanford

Application Deadline: February 28, 2015. Assignments are given by Staff Attorneys. **To Apply:** Email cover letter, resume, writing sample and unofficial transcripts to brian.desanto@flcourts18.org. **Address cover letter to:** Brian DeSanto, Sr. Judicial Staff Attorney, 18th Judicial Circuit Court, Seminole County Courthouse, 301 N. Park Avenue, Sanford, FL 32771. **Required:** Students must work a minimum of 8 weeks. **Preferred:** 2nd year students.

Additional Approved Circuit Courts, FL & Non-FL

The following courts are approved for externships. Students must apply directly to the individual courts. Positions with courts not listed will be treated as new externships and must be processed as such.

Approved Florida Courts

- 4th Judicial Circuit, Green Cove Springs, Yulee
- 5th Judicial Circuit, Tavares
- 6th Judicial Circuit, Clearwater, New Port Richey, St. Petersburg
- 7th Judicial Circuit, Bunnell, Daytona Beach, Palatka, St. Augustine
- 9th Judicial Circuit, Kissimmee
- 12th Judicial Circuit, Sarasota
- 17th Judicial Circuit, Ft. Lauderdale, Plantation
- 18th Judicial Circuit, Brevard County, Viera

19th Judicial Circuit, Ft. Pierce, Stuart, Vero Beach
20th Judicial Circuit, Ft. Myers, Naples

Approved Non-Florida Courts

Georgia Supreme Court, Atlanta, GA & Northeastern Judicial Circuit Court, Gainesville, GA
9th Circuit Court of Appeal, Pocatello, ID
U.S. District Court, Northern District, Chicago, IL
25th Circuit Court, Madison & Clark Counties, Richmond, KY
U.S. District Court, Eastern District, Detroit, MI
Supreme Court of the State of New York, Nassau County, New York, NY &
U.S. District Court, Southern District, New York, NY
U.S. District Court, Northern District, Tulsa, OK
U.S. District Court, Eastern District, Philadelphia, PA & U.S. District Court, Middle District, Scranton PA
9th Circuit Court of Appeal, Pocatello, ID
First Court of Appeal, Houston, TX & Western District of Texas, Judge Robert Junell, Midland, TX
U.S. District Court, Western District, Seattle, WA

Judicial – State Appellate Courts

Students will develop knowledge of the appellate process from the judge's and law clerk's perspective. Students will perform research and writing projects related to the court's business in deciding appellate cases and will assist appellate judges and their law clerks with other relevant matters.

1st District Court of Appeal, Tallahassee

Faculty Supervisor: Professor Henry Wihnyk, Positions: Up to 4, Credits: From 4 to 6

Requisition Number: ES1514

Required: Students must work a minimum of 20 hours per week. The court generally only accepts students in the top third of their class, and who have completed their second year of law school and taken Evidence. **Application Instructions:** The application package should contain a cover letter, resume (including GPA and/or attached transcript) and writing sample. Students may not engage in outside legal employment (including legal pro bono work) while they are externing with the court. **Address cover letter to:** The Honorable Stephanie Ray, First District Court of Appeal, 2000 Drayton Drive, Tallahassee, FL 32399. Judge Ray will distribute applications to Judges who are accepting students for summer.

Florida Supreme Court, Tallahassee

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

Requisition Number: ES1515

Application Deadline: February 13, 2015. *Students may register for two to six credits for summer semester and two to five credits for fall and spring semesters, however, students are required to work a minimum of 300 hours.

Duties will include: reviewing and making recommendations on petitions for discretionary review, attorney discipline matters, and extraordinary writ petitions; conducting legal research and preparing memoranda on pending cases. Students 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. Externs will be awarded a certificate of recognition upon successful completion of the program.

➤ *Applicant Requirements:*

- Must be a second or third-year student.
- Outstanding academic record (generally top 25%); with exceptional research and writing skills
- Certification by law school as being of good character and competent legal ability to perform as an intern for the Florida Supreme Court
- Letter of clearance as to character and fitness from the Florida Board of Bar Examiners
- Satisfactory background check by the Florida Supreme Court Marshal's Office

➤ *Additional Requirements:*

- Prior to the semester of the externship, 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 comparable course) or plan to in the following semester. Students who register subsequently for Florida Constitutional Law (or comparable course) will be required to contribute to the instruction of the class. Selected students must produce a substantial 25 page paper on a topic relevant to the work or jurisdiction of the Fl. Supreme Court.

Students are selected based on their overall record, including courses taken, grades, research and writing skills, experience, expected graduation date, and satisfactory background checks. Selection is contingent upon background review by the Florida Supreme Court. Selected students must complete a confidentiality agreement relative to their work at the Court.

Term: The summer 2015 externship program will commence with orientation at the Supreme Court on May 14, 2015, and end July 6, 2015 (tentative dates). This will allow student externs to observe oral arguments scheduled during late spring/early summer 2015.

Bankruptcy Law

U.S. Department of Justice, U.S. Trustee Program, Miami

Faculty Supervisor: Professor Jeff Davis, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1516

The United States Department of Justice, Trustee Program seeks to promote the efficiency and protect the integrity of the Federal bankruptcy system. The Program monitors the conduct of bankruptcy parties and private estate trustees, oversees related administrative functions, and acts to ensure compliance with applicable laws and procedures. It also identifies and helps investigate bankruptcy fraud and abuse in coordination with U.S. Attorneys, the FBI, and other law enforcement agencies. Students will assist attorneys with preparing for bankruptcy court appearances, developing bankruptcy fraud referrals, screening cases for debtor abuse of the Bankruptcy Code, and reviewing documents in Chapter 11 cases. Students will conduct legal research, write memoranda, draft judicial orders and observe courtroom proceedings.

Children and Families

➤ *Children & Families externships may qualify for the Family Law Certificate Program*

Division of Children & Families, Gainesville & *Multiple Locations

Faculty Supervisor: Professor Shani King, Positions: Up to 3, Credits: From 2 to 6

Requisition Number: ES1517

Division of Children & Families, Children's Legal Services is the statewide law firm representing the State of Florida in child welfare matters. Students will assist CLS attorneys preparing for adjudicatory hearings, draft dependency petitions, conduct legal research, attend depositions, observe child protective investigators, attend docket day, family team conferences, case staffings, and mediations. **Preferred:** Completion of a Family Law course. **Application Instructions - Multiple Locations:** If you are applying for locations other than Gainesville or for multiple locations, in your cover letter indicate city choice. For multiple cities, list in rank order, up to three cities you would be willing to work. See the map at the end of this guide for additional locations. *Positions with DCF Offices not previously approved will be considered as new externships and must be processed as such.

Guardian ad Litem, Gainesville, Ocala & *Multiple Locations

Faculty Supervisor: Professor Shani King, Positions: Up to 3, Credits: From 2 to 6

Requisition Numbers: Gainesville: ES1518

Ocala: ES15103

The State of Florida Guardian ad Litem Program is a network of professional staff and community advocates, partnering to provide a strong voice in court and positive systemic change on behalf of Florida's abused and neglected children. GAL acts to protect the rights of children involved in dependency court proceedings as a result of abuse, neglect or abandonment. Students will be assisting with a variety of tasks including but not limited to legal research, preparation of memos, trial preparation, preparation of court reports/orders, case staffings, and court attendance.

West Palm & Delray Beach Guardian ad Litem

To Apply: Email application documents to: Anne.tomasello@gal.fl.gov. Address cover letter to: Anne Tomasello, Esq., Supervising Attorney, 205 N. Dixie Hwy., Suite 5.1130, West Palm Beach, FL 33401. In your cover letter indicate the city(s) you are applying to.

**Multiple Locations Guardian ad Litem*

Students must apply directly to individual offices. *Positions with GAL Offices not listed will be considered as new externships and must be processed as such. See <http://guardianadlitem.org/get-involved/find-local-program/> for a list of additional locations.

Three Rivers Legal Services, Family Law Division, Gainesville

Faculty Supervisor: Professor Shani King, Positions: Up to 3, Credits: From 2 to 6

Requisition Number: ES1519

Three Rivers Legal Services is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients in seventeen counties throughout North Florida. TRLS assists persons seeking a divorce, child custody and paternity issues (outside of a dissolution), guardian advocacy (for adult dependents), and occasionally, adoptions or temporary custody by relatives. Students will gain experience in legal research, analysis, writing, and client interviewing and communication.

Corporate Law

Digital Risk, Orlando

Faculty Supervisor: Professor Danny Sokol, Positions: Up to 2, Credits: From 4 to 6

Requisition Number: ES1599

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.

Elizabeth Arden, Miramar

Faculty Supervisor: Professor Daniel Sokol, Positions: 1, Credits: From 4 to 6

Requisition Number: ES1498

Elizabeth Arden is a global Prestige Beauty Products Company with an extensive portfolio of prestige beauty brands sold in over 100 countries. Students will work on a variety of projects relating to commercial and securities law. Students will review and summarize commercial agreements, including license agreements, lease agreements, etc. Students will conduct research and draft documents, resources, and publications on a variety of legal issues.

Exactech, Inc., Gainesville

Faculty Supervisor: Professor Danny Sokol, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1523

Exactech designs and manufactures bone and joint restoration products for hip, knee, shoulder, and spine. In addition, Exactech designs and acquires a range of biologic materials used in orthopedics. Students will conduct legal research and memo drafting in the following areas of interest: OUS Anti-Corruption law with regard to interactions with healthcare professionals, compliance implications of new HIPAA regulations for medical device manufacturers and survey of the state non-competition law. Students may also assist with legal forms drafting, drafting of internal processes and procedures related to contract review.

Fidelity National Financial Group, Jacksonville

Faculty Supervisor: Professor Danny Sokol, Positions: 1, Credits: From 3 to 6

Requisition Number: ES1524

Fidelity National Financial Group is a leading provider of title insurance, technology and transaction services to the real estate and mortgage industries. FNF also provides mortgage technology solutions and transaction services. Students will gain insight into the practice of law in title insurance defense and the insurance industry as a whole. The externship experience will also be relevant to the practice of general civil litigation, insurance defense and real estate law. Students will receive projects focused on legal research and writing. The research projects are not always specific to title insurance and can involve exploring fundamental legal concepts in states other than Florida. **Required:** Proficient use of Westlaw or Nexis-Lexis and strong time management skills.

Grooveshark, Gainesville

Faculty Supervisor: Professor Elizabeth Rowe, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1522

Grooveshark is an online music streaming service with over 20 million users. Students will work closely with Grooveshark attorneys helping to draft licensing and advertising deals, advising the business team on interpretation and execution, facilitating litigation and discovery and conversing with outside counsel on various legal matters. Students will conduct legal research on topics including but not limited to the Digital Millennium Copyright Act and privacy laws. **Preferred:** 2nd and 3rd year students **To Apply:** Submit a resume and a cover letter with one paragraph stating why you want to work for Grooveshark. No other application documents are required.

HD Supply, Atlanta, GA & Orlando, FL

Faculty Supervisor: Professor Danny Sokol, Positions: 1 per City, Credits: From 3 to 6

Requisition Numbers: Atlanta: ES1526

Orlando: ES1527

HD Supply provides a broad range of products and value-add services to approximately 500,000 professional customers in maintenance, repair and operations, infrastructure and power and specialty construction sectors. Students will be exposed to a variety of projects and experiences in real estate and litigation/employment law. Students will draft documents (e.g. amendments, lease terminations, letter agreements, etc.); observe negotiations, mediations, depositions and hearings on present litigation matters. Students will assist with organizing and reviewing documents and participating in preparatory meetings and discovery responses.

Hendry Marine Industries, Tampa

Faculty Supervisor: Professor Danny Sokol, Positions: 1, Credits: From 4 to 6

Requisition Number: ES1597

Hendry Corporation is a full service marine operations company. Projects range from routine dry docking and maintenance to major repair and conversions on barges, tugs, research vessels, mega-yachts, dinner vessels & U.S. Coast Guard cutters. Extern will work closely with the General Counsel, Associate General Counsel and outside counsel as a corporate generalist during the externship. Day-to-day tasks may include review of business agreements and customer agreements, research and analysis of industry and government contracting rules and regulations, management of company registrations, and preparing or reviewing Company policies and procedures. Practice Areas: General business, maritime, employment, government contracting, compliance, and insurance.

Jabil Circuit Inc., St. Petersburg

Faculty Supervisor: Professor Danny Sokol, Positions: 1, Credits: From 3 to 6

Requisition Number: ES1530

Jabil Circuit is an electronic product solutions company that provides electronic designs, manufacturing and product management services. Jabil customers span all industries, including consumer products; aerospace and defense; automotive; business automation; computing and storage; industrial, instrumentation and medical; networking; and telecommunications. Students will work in in-house legal office on various issues including but not limited to mergers and acquisitions, real estate, contracts, intellectual property, employment law, and corporate governance issues.

Ladies Professional Golf Association (LPGA), Daytona Beach

Faculty Supervisor: Professor Deb Cupples, Positions: 1, Credits: From 2 to 6

Application Deadline: February 28, 2015. 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. 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. **Required:** 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>.

Office Depot, Inc., Boca Raton

Faculty Supervisor: Professor Danny Sokol, Positions: 1, Credits: From 3 to 6

Requisition Number: ES1533

Office Depot is a global supplier of office products and services. Formed by the merger of Office Depot and OfficeMax, Office Depot, Inc. has combined annual sales of approximately \$17 billion, employs about 60,000 associates, and serves consumers and businesses in 57 countries with more than 2,000 retail stores. Students will work in in-house legal office on various issues including but not limited to mergers and acquisitions, real estate, contracts, intellectual property, employment law, and corporate governance issues.

Schneider Electric, Foxboro, MA

Faculty Supervisor: Professor Elizabeth Rowe, Positions: Up to 2, Credits: 6

Requisition Number: ES1529

This externship may qualify for the Intellectual Property Certificate Program. Schneider Electric is a global energy management company that provides software, systems, and controls to customers including oil refineries, power stations, mining companies and appliance manufacturers to monitor, control and automate their products and processes. Schneider Electric is grouped into three business units: Operations Management (automation, control, software & safety systems), Controls (climate & appliance industries), and Rail (signaling & control systems). Students will prepare and file legal documents relative to trademark prosecution, maintenance, licensing, and opposition and infringement matters. Students will collaborate and correspond with outside counsel and international trademark agents, prepare trademark schedules and reports, conduct research and clearance searches and prepare initial reports, assist with registration and acquisition of domain names, review watch notices and collaborate with IP Counsel, business units, and others. **Required:** Must have completed two years of law school. **Preferred:** Interest in corporate and intellectual property law, high grades and law journal experience preferred. Candidates with a technology background, in-house counsel or IP experience a plus.

Southeast Toyota Distributors, LLC, Deerfield Beach

Faculty Supervisor: Professor Danny Sokol, Positions: 1, Credits: From 4 to 6

Requisition Number: ES15105

Students work directly with SET in-house attorneys, paralegals and support staff, as well as have routine exposure to other departments in the company. Students will conduct legal research and provide legal analysis in a variety of subjects including franchise law, automotive regulation, advertising law and intellectual property. Students also will assist SET attorneys in reviewing commercial contracts and marketing material.

Tampa Bay Lightning /Tampa Bay Times Forum, Tampa

Faculty Supervisor: Professor Stacey Steinberg, Positions: 1, Credits: From 3 to 5

Requisition Number: ES1534

Student will assist Associate General Counsel with all aspects relating to the operation of a legal department for a professional hockey team and a world-class arena/building. Tasks will include drafting sponsorship agreements and suite licensing agreements, assisting with various litigation tasks (i.e., responding to outside counsel and preparing correspondence), and various tasks in connection with workers' compensation matters or employee relations. **Preferred:** 3rd year law students strongly preferred. **Required:** Strong writing skills.

Tech Data Corporation, Clearwater

Faculty Supervisor: Professor Danny Sokol, Positions: Up to 2, Credits: From 3 to 6

Requisition Number: ES1435

Tech Data Corporation is one of the world's largest distributors of IT products and services. Tech Data does not manufacture the products it sells but supports the technology needs of end users, including small and medium sized businesses, large enterprises, educational institutions, government agencies, and consumers. Companies including Apple, Cisco, HP, IBM, Lenovo, Microsoft, Samsung, Sony, Symantec and VMware, as well as hundreds of others, use Tech Data to bring their products to market. Students will work in in-house legal office on various issues including but not limited to mergers and acquisitions, real estate, contracts, intellectual property, employment law, and corporate governance issues.

TECO Energy, Tampa

Faculty Supervisor: Professor Stuart Cohn, Positions: Up to 2, Credits: From 3 to 6

Requisition Number: ES1536

TECO Energy is traded on the New York Stock Exchange (TE) and a part of the S&P 500 Index. TECO's businesses include Tampa Electric, serving nearly 7000,000 customers, Peoples Gas System, Florida's largest natural gas distributor, TECO Coal and New Mexico Gas Company. Students will work on numerous contract, employment, labor, and utility regulation issues. Students will be expected to research legal matters in these areas and prepare memoranda for the general counsel's staff. **Required:** Corporations, Legal Drafting required. **Preferred:** Prefer completion of a Sales course.

Zumba Fitness, LLC, Hallandale Beach

Faculty Supervisor: Professor Elizabeth Rowe, Positions: 1, Credits: From 3 to 6

Requisition Number: ES1537

This externship may qualify for the Intellectual Property Certificate Program. Zumba Fitness products include different types of Zumba classes, DVD workouts, music collections, apparel and footwear, and video games. Students will be exposed to a wide variety of subject areas including: general corporate matters, contract drafting and negotiation, privacy, international issues, intellectual property, corporate governance and tax law. Students will provide research and draft documents and memoranda in support of the Legal Department in these areas. Students will gain an understanding of the duties of Corporate Counsel and Chief Legal Officer.

Criminal Law

- *Criminal Law Externships may qualify for the Criminal Law Certificate Program.*
- *Selected students will be subject to background investigation and fingerprinting and may be subject to financial and traffic investigations.*

Florida Capital Resource Center (Regional), Gainesville/Ocala

Faculty Supervisor: Professor Jennifer Zedalis, Positions: Up to 2, Credits: From 3 to 6

Requisition Number: ES1538

The FCRC provides support to lawyers defending death cases statewide. Students will work under the supervision of capital case qualified lawyers researching issues, preparing memoranda, conducting legal and factual investigation, and learning about the capital case process from the perspective of the defense. This externship will be primarily at the trial level, although students may also work on extraordinary writ cases. **Preferred:** Criminal Law or Criminal Procedure, Evidence and/or Trial Practice preferred. **Required:** Excellent research skills.

Office of Criminal Conflict & Civil Regional Conflict, Gainesville

Faculty Supervisor: Professor Monique Haughton, Positions: Up to 2, Credits: From 3 to 6

Requisition Number: ES1538

The Office of Criminal Conflict and Civil Regional Counsel is an independent law firm that represents clients in the 8th Judicial Circuit when the Public Defender has a conflict of interest. The externship will be an in depth submersion in the criminal defense and juvenile dependency world. Externs will attend court proceedings and trials, jail visits and client appointments, assist with research, writing legal memorandums, and case pleadings.

Office of the Public Defender, Gainesville, Ocala & *Multiple Locations, FL

Faculty Supervisor: Professor Monique Haughton, Positions: Multiple, Credits: From 3 to 6

Requisition Numbers: Gainesville: ES1540

Ocala: ES15101

Students will be exposed to the real world of criminal defense and will be assigned to various divisions/units within the Public Defenders' Office. Divisions/units may include the Early Representation/Bond Hearing Unit, Felony, Misdemeanor, Juvenile Court, Drug Court, the Capital Litigation Unit and the Civil Mental Health Unit. Students will gain experience by conducting client interviews, research and writing (motions, writs, appeals, etc.), jail visits, assisting in the investigation of cases, attending depositions, contacting potential defense witnesses and observing courtroom procedures. **Preferred:** Criminal Procedure and/or Evidence preferred.

17th Judicial Circuit, Ft. Lauderdale, Public Defender's Office

To Apply: Email a cover letter which includes the following information: your date of birth, your ideal start date, any other scheduling information or specific details about your circumstances that the office may need to determine your acceptance and best placement, and a resume to internship@browarddefender.org Type "Volunteer Summer Intern 2015" in the subject line of your email. **Required:** Students must work a minimum of 20 hours per week for a minimum of 6 weeks. **Note:** The office receives more resumes than they have openings. If you submit a resume and later have a change in plans, notify the office immediately.

11th Judicial Circuit, Miami, Public Defender's Office

To Apply: Email a cover letter and resume to Kevin Hellmann, Director of Training and Professionalism, at khellmann@pdmiami.com or mail documents to: Law Offices of the Public Defender 11th Judicial Circuit of Florida, 1320 NW 14th Street, Miami, FL 33125

9th Judicial Circuit, Orlando & Kissimmee, Public Defender's Office

Requisition Number: ES15104

Students may work in the location of their choice, but are welcome to move around between the four court locations. 1. Downtown Orlando – county court (misdemeanors/traffic) and circuit court (felony) for Orange County. 2. Juvenile Court Orlando – delinquency court for all of Orange County. 3. The BRC at Orange County Jail– deals with initial appearances and some in-jail probation violations. 4. Osceola - all divisions (county, circuit, juvenile, VOP, jail) located at the Osceola Courthouse in Kissimmee. **Required:** The Orlando Public Defender's office summer program begins on Monday, May 18, 2015. The office requires that everyone start on the same day in order to have one group training session. Students must work a minimum of 6 weeks, at least 20 hours a week. A vehicle is required for this position. **Address cover letter to:** Lisa Ramsey, Law Offices of Robert Wesley, Public Defender, 9th Judicial Circuit, 435 N. Orange Ave., Ste. 400, Orlando, FL 32801. In your cover letter state why you are interested in volunteering with the Orlando Public Defender's office.

**Multiple Locations Public Defender's Office, Florida*

Approved Locations (not listed above): Clearwater, Jacksonville, Lake City, Marianna, Pensacola, Tampa, and West Palm Beach. Students must apply directly to the site. *Positions with Public Defender's Offices not listed above will be considered as new externships and must be processed as such.

**19th Judicial Circuit, Public Defenders, Ft. Pierce, Stuart, Vero Beach, Okeechobee, Pt. St. Lucie*

To Apply: Complete the application information on the 19th Circuit Public Defender website at http://www.pd19.org/Employment/internship_new.html. * Positions in these offices will be considered as new externships and must be processed as such.

**Multiple Locations Public Defender's Office, Non-Florida, CO, VA, GA, TX, NY*

Approved Locations: Denver County, Denver, CO; Fairfax County, Alexandria, VA; Fulton County, Atlanta, GA; Harris County, Houston, TX; Monroe County, Rochester, NY. Students must apply directly to the site. *Positions with Public Defender's Offices not listed will be considered as new externships and must be processed as such.

Office of the State Attorney, Criminal Division, Gainesville

Faculty Supervisor: Professor Bob Dekle, Positions: Multiple, Credits: From 2 to 6

Requisition Number: ES1541

Students will assist prosecutors with reviewing statements, depositions, reports, court files, and evidence. Students will conduct legal research; write legal memoranda, and motions and proposed orders. Students will also assist with trial preparation tasks, such as witness preparation and preparation of tangible evidence. **Note:** Applicants must demonstrate superior legal research and writing abilities. **Required:** In addition to other application materials, students must submit a completed State Attorney's Office [Background Check & Information Form](#). **Note:** Additional requirements for the State Attorney's Office Criminal Law Externship supervised by Professor Dekle: (1) Pre-placement reading requirements to acquaint the students with the substantive law and legal procedures they will be working with (this info will be posted on TWEN). (2) A full day orientation and training program is required for the Gainesville office. This orientation is always scheduled on the Thursday, prior to the first day of classes for the term of the externship. This is the ONLY date for the orientation. Students who do not attend will be excluded from the externship.

Office of the State Attorney, *Multiple Locations

Faculty Supervisor: Professors Dekle & TBD, Positions: Up to 3 per City, Credits: From 2 to 6

17th Judicial Circuit, Ft. Lauderdale, State Attorney's Office

To Apply: Email a cover letter, resume and a completed [State of Florida Employment Application](#) to: CBerkowitz@sao17.state.fl.us **Address cover letter to:** Cathy Berkowitz, Assistant State Attorney, State Attorney's Office, Training Division, 201 S.E. 6th Street, Rm. 675, Ft. Lauderdale, FL 33301

4th Judicial Circuit, Jacksonville, State Attorney's Office

To Apply: Download the State Attorney Intern Application Form at <http://www.sao4th.com/careers/interns/>. Email completed application to Debbie Frick at dfrick@coj.net.

5th Judicial Circuit, Ocala, State Attorney's Office

To Apply: Email a cover letter, resume, writing sample and two letters of recommendation to: bkruzick@circuit5.org **Address cover letter to:** Barbara Kruzick, Human Resources Consultant, Lake County Judicial Center, 550 West Main Street, 4th Floor, Tavares, Florida 32778. In the subject line of the email type: Summer 2015 Extern/Ocala. **Note:** Application packets are reviewed upon receipt and interviews will be conducted. **Required:** In addition to other application materials, students must submit a completed State Attorney's Office [Background Check & Information Form](#).

7th Judicial Circuit, St. Augustine, State Attorney's Office

Application Deadline: March 20, 2015. **To Apply:** Email a cover letter, resume and a completed [State of Florida Employment Application](#) to francec@sao7.org. **Address cover letter to:** Chris France, Assistant State Attorney, 4010 Lewis Speedway, Rm 252, St. Augustine, FL 32084.

13th Judicial Circuit, Tampa, State Attorney's Office

To Apply: Fax a cover letter, resume, a State Attorney's Office [Authorization to Release Information Form](#) and a [State of Florida Employment Application](#). **Address cover letter to:** Mary Flanagan, Human Resources Director, Office of the State Attorney, 13th Judicial Circuit, 419 N. Pierce Street, Tampa, FL 33602. Fax to: (813) 272-7014.

15th Judicial Circuit, West Palm Beach, State Attorney's Office

To Apply: Website: <http://www.sa15.state.fl.us/stateattorney/JoinTheTeam/indexSIP.htm>. Read the [Tips to complete law school internship application](#). Download and complete the [Law Student Intern Application](#). Email to Terri Bramhall, Law Student Intern Program Coordinator, Tbramhall@sa15.org OR Volunteer@sa15.org. The 15th Judicial Circuit State Attorney has additional offices in *Palm Beach Gardens, *Delray Beach and *Belle Glade.

**Multiple Locations State Attorney's Office*

Faculty Supervisor: Professor TBD, Positions: Multiple, Credits: From 2 to 6

Approved Locations: Bunnell, Clearwater, Daytona Beach, DeFuniak Springs, Ft. Myers, Ft. Pierce, Kissimmee, Miami, New Port Richey, Orlando, Palatka, Palm Beach, Sarasota, Shalimar, St. Petersburg, Stuart, Tavares & Vero Beach. Students must apply directly to the individual offices. **Address cover letter to:** the State Attorney for the city for which you are applying. **Additional Locations & Offices:** For a listing of Florida State Attorney's offices and locations see, <http://www.stateofflorida.com/Portal/DesktopDefault.aspx?tabid=140>. *Positions with State Attorney's Offices not listed will be considered as new externships and must be processed as such.

**18th Judicial Circuit, State Attorney's Office, Melbourne (Brevard & Seminole County)*

To Apply: Download the State Attorney Intern Application at [Law Student Extern Volunteer Application Form](#). Student Externs are asked to coordinate their application process through the UF Law Externship Program. Submit completed application to Julie Barnes in the Career Development office via email, barnes@law.ufl.edu or provide Ms. Barnes with a hard copy of the application. The 18th Judicial Circuit State Attorney has additional offices in Viera, Titusville (Brevard County) and Sanford (Seminole County).

U.S. Attorney's Office, Middle, Northern & Southern Districts, Multiple Locations

- *Students selected for U.S. Attorney's Office positions are subject to extensive background investigation and may not begin until the certification is complete. This may take up to 8 weeks.*

Faculty Supervisor: Professor Stacey Steinberg, Positions: Varies Credits: From 3 to 6

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. **USAO Requirements:** Must be United States citizen. In addition to other application materials, students must submit completed a [USAO Pre-Interview Questionnaire Form](#).

Middle District United States Attorney's Office

Middle District - Positions: Tampa, Criminal Division (6); Tampa, Civil Division (4) Tampa, Appellate Division (1) Orlando (7); Jacksonville (9); Fort Myers (2); Ocala (1) **Application Deadline:** January 31, 2015 **To Apply:** Email cover letter stating preferred externship location (indicate only one city choice) including e-mail address and daytime telephone number; resume; transcript, including GPA (can be unofficial transcript); legal writing sample and completed [USAO Pre-Interview Questionnaire Form](#) to: usaflm.law.intern@usdoj.gov. **Note:** If selecting Tampa, indicate 1st and 2nd division choices (from Criminal, Civil or Appellate). **Address cover letter to:** A. Lee Bentley, III, United States Attorney, United States Attorney's Office, Middle District of Florida, 400 N. Tampa Street, Suite 3200, Tampa, FL 33602

Northern District United States Attorney's Office – Filled. Deadline date was Nov. 24, 2014.

Southern District United States Attorney's Office

Southern District - Positions: Miami, Ft. Lauderdale, West Palm Beach **To Apply:** Email (as one file if possible – [in .pdf format](#)) cover letter stating preferred externship location(s) include in cover letter email address, daytime telephone number and dates of availability; resume; unofficial transcript (including GPA); legal writing sample and completed [USAO Pre-Interview Questionnaire Form](#) to: usafls.internprogram@usdoj.gov. In the subject line of the email indicate: Attention Law Intern Program - SUMMER. Incomplete applications will not be considered. **Required:** Must be United States citizen. Externs are required to work a minimum of 8 weeks (240 hours). **Address cover letter to:** Volunteer Law Internship Coordinator, United States Attorney's Office, Southern District of Florida, 99 N.E. 4th Street, Miami, FL 33132

Office of the District Attorney, CA, GA, NY, NJ

Approved Locations: Los Angeles, CA; Marietta, GA, Brooklyn, NY; Raleigh NC. Students must apply directly to the site. *Positions in other DA offices will be considered as new externships and must be processed as such.

Domestic Violence

- *Domestic Violence Externships may qualify for the Family Law Certificate Program.*

Intimate Partner Violence Assistance Clinic (IPVAC), Shands, Gainesville

Faculty Supervisor: Professor Teresa Drake, Positions: Up to 4, Credits: From 2 to 6

Requisition Number: ES1542

Students will have extensive exposure to domestic violence issues and the workings of an interdisciplinary team comprised of medical personal, social workers, victim advocates and lawyers. Students will conduct legal interviews with victims of domestic violence, including dangerousness assessments and safety planning. Students will assist in preparing legal memoranda, pleadings, responses to discovery, and proposed orders for cases litigated by the Director of IPVAC. These

cases involve both civil family law and immigration issues. Students will also be given the opportunity to work in an outreach location such as the UF's Child Protection Team/Outpatient Pediatric Clinic, College of Medicine's Mobile Clinic Outreach Bus or the free Veterinary Clinic.

Office of the State Attorney, Domestic Violence Unit, Gainesville

Faculty Supervisor: Professor Bob Dekle, Positions: Up to 4, Credits: From 2 to 6

Requisition Number: ES1543

Students will assist in interviewing victims and witnesses, preparing cases for trial, including research, discovery requests and subpoenas, and observe trials. **Required:** In addition to other application materials, students must submit a completed [State Attorney's Office Background Check Authorization and Extern Information Form](#). **Note:** Additional requirements for the State Attorney's Office Domestic Violence Externship: (1) Pre-placement reading requirements to acquaint the students with the substantive law and legal procedures they will be working with (this info will be posted on TWEN). (2) A full day orientation program is required. This orientation is always scheduled on the Thursday, prior to the first day of classes for the term of the externship. This is the ONLY date for the orientation. Students who do not attend will be excluded from the externship.

Three Rivers Legal Services, Domestic Violence Division, Gainesville

Faculty Supervisor: Professor Shani King, Positions: Up to 3, Credits: From 2 to 6

Requisition Number: ES1544

Three Rivers Legal Services is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients. Students gain experience in counseling victims on their legal rights, preparing for and attending hearings on injunctions for protection against domestic violence, doing outreach work advising victims on their rights, working with shelters to protect victims, working with court personnel and local law enforcement to facilitate the procuring and service of domestic violence injunctions, and other relevant community education.

Environmental & Land Use Law

➤ *Environmental externships may qualify for the Environmental Law Certificate Program.*

Audubon Florida, Miami

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1545

Students will develop knowledge of numerous substantive areas of law, including environmental law, natural resources law, water law, and other related areas of law. Students will conduct legal research and draft legal documents which may include legal memorandum or pleading. Students will also have the opportunity to draft comments for agency rulemakings, attend public meetings, meet with co-plaintiffs, contribute to litigation strategies, conduct site visits, and assist with or observe hearings. **Note:** There is substantial legal research and writing involved in this externship. **Preferred:** Administrative Law, Environmental Law, Natural Resources Law and Evidence.

Center for Biological Diversity, St. Petersburg, FL * Multiple Locations

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1547

Students will develop knowledge of numerous substantive areas of law, including environmental law, natural resources law, water law, and other related areas of law. Students will conduct legal research and draft legal memorandum, pleadings and other legal documents. Students may also draft comments for agency rulemakings, attend public meetings, meet with co-plaintiffs, contribute to litigation strategies, conduct site visits, and assist with or observe hearings. **Note:** There is substantial legal research and writing involved in this externship. **Preferred:** Administrative Law, Environmental Law, Natural Resources Law and Evidence. *Positions in other locations will be considered as new externships and must be processed as such. For a list of positions and locations see: <http://www.biologicaldiversity.org/about/jobs/internships.html>. Students must apply directly to the organization for non-Florida locations.

Center for International Environmental Law, Washington, DC

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 3, Credits: From 4 to 6

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; and working with CIEL staff on various projects. This externship 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. **To Apply:** Email a cover letter, resume, and short writing sample to info@ciel.org, or mail to: Center for International Environmental Law, Attn. Intern Coordinator, 1350 Connecticut Avenue, N.W., Suite 1100, Washington, D.C. 20036. In your cover letter indicate that you are applying for a summer position.

Office of the County Attorney, Multiple Locations, FL

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 2 in each city, Credits: From 4 to 6

Requisition Numbers: Brevard County, Melbourne: ES1548

Broward County, Ft. Lauderdale: ES1549

Pasco County, New Port Richey: ES1551

Orange County, Orlando: ES1550

Seminole County, Sanford: ES1552

Students will develop knowledge of numerous substantive areas of law including land use, environmental, local government, eminent domain, inverse condemnation, contracts and litigation. Students will work with Assistant County Attorneys. The work may consist of writing legal opinions and written memoranda, preparing proposed ordinances and resolutions, including land use regulations, and conducting legal research on matters relating to administration of County government. Students may also assist with the preparation of legal documents such as contracts, leases and deeds. **Preferred:** Land Use Law, Local Government Law and Environmental Law.

Defenders of Wildlife, Washington, DC

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 3 to 6

Application Deadline: Applications are reviewed on a rolling basis. Students are encouraged to apply early. Defenders of Wildlife is a national, nonprofit environmental organization dedicated to the protection of all native animals and plants in their natural communities. DOW priorities include protecting and restoring imperiled North American wildlife; ensuring conservation of wildlife and habitat on federal public lands, with particular emphasis on national wildlife refuges and national forests; and ensuring the adoption and implementation of a national program for the conservation of wildlife, habitat and ecosystems in the face of global warming. Students will conduct legal research and writing for the Conservation Law Program, including working within the Endangered Species Act. Students may observe court proceedings, depositions, or other procedural meetings. **To Apply:** Email a cover letter, resume, unofficial transcripts, writing sample (less than 10 pages), and a list of 3 references to: hr@defenders.org. **Address cover letter to:** Mr. Michael Senatore, Vice President of Conservation Law, Defenders of Wildlife, 1130 17th Street NW, Washington, DC, **Note:** In the subject line of the email indicate Summer Law Clerk (DC).

EarthJustice, Tallahassee & *Philadelphia, PA

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: 6

Requisition Number: ES1553

EarthJustice is a non-profit public interest law firm dedicated to protecting natural resources and wildlife. Students will attend hearings and oral arguments and will participate in ongoing and potential cases related to water and endangered species law. Students will perform significant legal research assignments and assist attorneys with a variety of litigation matters. **Required:** Natural Resources or Environmental Law (may be waived by faculty supervisor). ***Positions in Philadelphia** will be considered new externships and must be processed as such. **To Apply:** for the Philadelphia office see: <http://earthjustice.org/about/jobs/31675/2015-law-clerkship>

Environmental Law Alliance Worldwide, Eugene, OR

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 2 to 6

Application Deadline: February 25, 2015. Applications are reviewed on a rolling basis. 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.

Environmental Protection Commission, Hillsborough County, Tampa

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1554

Students will work on environmental issues, such as restoring America's Everglades; improving air quality; restoring and protecting the water quality in Florida's springs, lakes, rivers and coastal waters, and conserving environmentally sensitive lands. Students will observe Commission meetings, staff meetings, and negotiations, assist in drafting legal documents, perform legal research, and attend field investigations.

Environmental Protection Department, Alachua County Forever, Gainesville

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1555

Alachua County Forever acquires, manages, and improves environmentally significant lands to protect water resources, wildlife habitat, and to provide natural areas suitable for resource-based recreation. Students will work on assignments including a land conservation master plan for Alachua and surrounding counties. Students will work on legal strategies and remedies related to land use and planning law, property law, the Comprehensive Growth Management Act, Internal Revenue Code, and many others. Students will engage in research, writing and drafting projects.

Florida Building Commission, Tallahassee

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1556

The Florida Building Commission is responsible for the development, maintenance and interpretation of the Florida Building Code through a consensus-building process. Students will perform legal research and writing on issues related to environmental and land use law as it pertains to growth management in the state of Florida. **Required:** Demonstrated interest in Real Estate and Construction law, Environmental and Land Use Law and state and local government law including FL Administrative Law.

Florida Division of Administrative Hearings, Tallahassee

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1557

Students will develop knowledge of numerous substantive areas of law, including administrative law, environmental law, water law, other areas of government regulation, and litigation. Students will conduct legal research and draft Recommended Orders and Final Orders resulting from formal administrative hearings. Students will review pleadings and other legal documents. Students will observe administrative hearings. **Note:** There is substantial legal research and writing involved. **Preferred:** Florida Administrative Law, Environmental Law and/or Evidence.

Florida Fish & Wildlife Conservation Commission, Tallahassee

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: 6

Requisition Number: ES1558

Attorneys provide legal services for the FWC or coordinate through the Attorney General's Office or the Florida Division of Risk Management. The Legal Office represents the FWC in litigation, prepares legal opinions, develops and reviews contracts and other legal instruments, drafts and reviews legislation and rules, and provides general legal counsel relating to FWC operations. Students will perform legal research and writing on issues related to water law, wildlife resources and other environmental laws, and/or land management law. **Required:** Environmental Law or Natural Resources Law and either Administrative Law or Florida Administrative Law (may be waived by faculty supervisor).

Florida Inland Navigation District, Miami

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1559

Students will receive meaningful work assignments and interact with the field supervisor and FIND staff on a regular basis. Work assignments will serve the legal and policy needs of the Florida Inland Navigation District, a Florida Taxing Special

District, with responsibility for maintaining the Atlantic Intracoastal Waterway and other navigational needs of the boating public on Florida's East Coast. **Preferred:** Students interested in the Environmental and Land Use Program and/or with an expressed interest in marine and coastal law and policy.

Harvard Food Law and Policy Clinic, Jamaica Plain, MA

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: From 3 to 6

Application Deadline: February 5, 2015. The FLPC provides legal advice to nonprofits and government agencies seeking to increase access to healthy foods, prevent diet-related diseases such as obesity and type 2 diabetes, and reduce barriers to market entry for small-scale and sustainable food producers, while educating law students about ways to use law and policy to impact the food system. The FLPC engages a strong policy orientation as well as substantive expertise in the food system to assist a range of federal, state, and local clients around the United States—from Massachusetts to Mississippi—in understanding the legal and policy regimes that apply to food production and sales. Students will gain experience with legal research, drafting legal and other memos, and policy advocacy. Students will be asked to help identify issues facing clients and to come up with policy solutions. **To Apply:** Email a cover letter, resume, copy of your unofficial transcripts and a writing sample to: flpc@law.harvard.edu. **Address cover letter to:** Ms. Emily Broad Leib, Director, Harvard Food Law and Policy Clinic, 122 Boylston ST., Boston, MA 02130.

National Oceanic & Atmospheric Administration (NOAA), St. Petersburg

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: 6

Requisition Number: ES1560

The National Oceanic and Atmospheric Administration is part of the U.S. Commerce Department. NOAA attorneys handle enforcement cases involving complex federal natural resource statutes, including the Clean Water Act and the Marine Protection, Research and Sanctuaries Act, among others. The externship will help the student to develop knowledge of the federal regulatory scheme governing fisheries and federal administrative law. The student will perform research and writing and assist attorneys in the work of the office which includes regulation development and defense, enforcement litigation, and oil spill assessment and compensation.

New Orleans Redevelopment Authority (NORA), New Orleans, LA

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: 6

Requisition Number: ES1561

Students will be introduced to the work of a public sector urban real estate redevelopment agency. A key objective will be to introduce the student to the research, analysis, strategy, and implementation necessary to overcome potential redevelopment roadblocks. Students will have firsthand exposure to the unique circumstances, problems, and redevelopment opportunities surrounding government response to catastrophic disasters, such as the City of New Orleans' experience with Hurricane Katrina and the ongoing recovery effort. **Required:** Completion of Property.

Public Trust Environmental Law Institute of Florida, Jacksonville

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: 6

Requisition Number: ES1562

The primary focus of the Public Trust Environmental Legal Institute of Florida is the protection of the City of Jacksonville's Preservation Project and other federal and state preserved lands and waters. PTELIF pursues legal means, including litigation, to protect and preserve the public lands and waters within the Public Trust. Student will be introduced to a mix of environmental and land use law issues that implicated public trust land or waters or publicly owned lands. Student will engage in research, writing and drafting projects.

St. John's River Water Management District, Palatka

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: From 4 to 6

Requisition Number: ES1563

The St. Johns River Water Management District is responsible for managing groundwater and surface water resources in all or part of 18 counties in northeast and east-central Florida. Students will perform legal research and writing on issues related to water law, other environmental laws, and/or land management law. Student will assist attorneys with a variety of litigation matters and provide legal advice to District technical staff on issues related to permitting. **Required:** Environmental or Natural Resources Law and either Administrative Law or FL Administrative Law (may be waived by faculty supervisor).

South Florida Water Management District, West Palm Beach

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: From 4 to 6

Application Deadline: February 27, 2015 **To Apply:** Email a cover letter, resume and writing sample to: rclemon@sfwmd.gov. **Address cover letter to:** Ms. Robin Clemons, Legal Office Administrator, Office of Counsel, South Florida Water Management District, 3301 Gun Club Road, West Palm Beach, FL 33406. The South Florida Water Management District is a regional governmental agency that oversees the water resources in the southern half of the state, covering 16 counties from Orlando to the Florida Keys and serving a population of 8.1 million residents. It is the oldest and largest of the state's five water management districts. A key initiative is the restoration of America's Everglades – the largest environmental restoration project in the nation's history. The District is also working to improve the Kissimmee River and its floodplain, Lake Okeechobee and South Florida's coastal estuaries. The student will perform legal research and writing on issues related to water law, other environmental laws, and/or land management law. The student will also assist attorneys with a variety of litigation matters. **Required:** Environmental Law or Natural Resources Law (may be waived by faculty supervisor).

Surfrider Foundation, San Clemente, CA

Faculty Supervisor: Professor Mary Jane Angelo, Positions: Up to 2, Credits: From 4 to 6

Application Deadline: Applications are reviewed on a rolling basis. Students will assist the headquarters' staff, which consists of a variety of beach and ocean policy experts. Students will assist the Legal Director in researching issues involving litigation and legislation at the forefront of ocean policy governance. The position is designed to provide a wide range of legal, programmatic, and administrative experience relating to environmental and beach access issues of national significance. Specifically, students will be expected to provide detailed research, writing, and/or oral advocacy for ongoing campaigns. The program covers a diverse range of issues affecting our beaches from the Public Trust Doctrine to the Clean Water Act. **Required:** Students will be expected to work 40 hours per week for the duration of the summer. **Preferred:** Strong writing, research, media, and communication skills. A demonstrated commitment to coastal preservation and other experience relevant to the missions of Surfrider Foundation is required. Students who are currently in their second year of law school (2Ls) will receive priority. **To Apply:** Send a cover letter detailing your interest and experience, resume, transcript and writing sample via email to Angela Howe at ahowe@surfrider.org

The Nature Conservancy, Altamonte Springs

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 1, Credits: 6

Requisition Number: ES1564

The Nature Conservancy is the leading conservation organization working around the world to protect ecologically important lands and waters. Student will undertake research, writing and drafting assignments and attend meetings related to conservation, including conservation easements, regulatory requirements of government land acquisition programs, legislative initiatives and real estate transactions, with a focus on preserving plants, animals and natural communities and the lands and waters they need to survive.

U.S. Environmental Protection Agency, *Multiple Locations

Faculty Supervisor: Professor Mary Jane Angelo, Positions: 2 per City, Credits: From 4 to 6

Approved Locations: Atlanta, GA & Washington, DC. 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, hearings and depositions. **Required:** Environmental Law or Administrative Law (may be waived by the faculty supervisor)

Atlanta, GA Environmental Protection Agency

Application Deadline: March 3, 2015. **To Apply:** Email a cover letter resume, and writing sample to: beswick.kevin@epa.gov. **Address cover letter to:** Mr. Kevin Beswick, 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.

Washington, DC Environmental Protection Agency

Application Deadline: February 20, 2015. **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. In your cover letter 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.

**Multiple Locations Environmental Protection Agency*

***Additional Locations:** Boston, Chicago, Dallas, Denver, New York City, Philadelphia, San Francisco, and Seattle. Application requirements vary by city. For application deadlines, locations and instructions, see the EPA website at: <http://www.epa.gov/careers/internships/legal/>. *Positions in EPA locations other than Atlanta and Washington will be considered as new externships and must be processed as such.

Federal Government Law

➤ *Required for Federal Government positions: Must be a U.S. Citizen & successfully complete background certification.*

Federal Communications Commission, Washington, DC & *Multiple Locations

Faculty Supervisor: Professor TBD, Positions: Multiple, Credits: 6

Application Deadline: February 22, 2015. **To Apply:** Email cover letter indicating the office or offices you are applying to, resume, unofficial transcripts and a brief writing sample to john.evanoff@fcc.gov and cc: james.wiley@fcc.gov. **Address cover letter to:** John Evanoff, Esq. Attorney Advisor, Federal Communications Commission, Public Safety & Homeland Security Bureau, 445 12th Street, SW, Washington, DC 20554.

FCC Public Safety and Homeland Security Bureau—Policy and Licensing Division

The Public Safety and Homeland Security Bureau is responsible for developing, recommending, and administering the agency's rules and policies pertaining to public safety communications issues, including cybersecurity, 9-1-1 and E9-1-1, operability and interoperability of public safety communications, emergency alerting, communications infrastructure protection and disaster response, and network security and reliability. In addition, the Policy and Licensing Division oversees the licensing of spectrum for public safety entities (e.g., police and fire departments).

FCC Strategic Analysis & Negotiations Division (SAND)

SAND is the FCC's voice around the world and is the single focal point within the Commission for cooperation and consultation on international telecommunications matters with other federal agencies, international or foreign organizations, and appropriate regulatory bodies and officials of foreign government. SAND also leads the Commission's participation in the International Telecommunications Union (ITU) and various regional organizations in Asia, Latin America and Europe. SAND performs economic and policy analysis examining trends in international communications markets and services. They also conduct research and studies concerning international regulatory trends, as well as their implications for U.S. policy. Students will prepare briefing materials for the Chairman, Commissioners and senior officials in advance of meetings; attend meetings at various U.S. government agencies; participate in teams preparing for international conferences; research legal issues, current events in global communications, and foreign regulatory developments; conduct empirical analysis, including model estimation using various econometric techniques; and interact with foreign visitors through the [International Visitors Program](#).

FCC Office of Administrative Judges

Application Deadline: January 31, 2015. The Office of Administrative Law Judges (OALJ) of the Federal Communications Commission is responsible for conducting hearings ordered by the Commission. The hearing function includes acting on interlocutory requests such as petitions to intervene, petitions to enlarge issues, and contested discovery requests. An Administrative Law Judge, appointed under the APA, presides at the hearing, during which documents and sworn testimony are received in evidence and witnesses are cross-examined. At the conclusion of the evidentiary phase of a proceeding, the Presiding Administrative Law Judge writes and issues an Initial Decision which may be appealed to the Commission.. Assigned tasks will include legal research, writing memorandums, and drafting orders in consultation with the Chief Judge. If the opportunity is available, interns will review factual materials for relevance and admissibility and analyze those

materials when drafting orders. **To Apply:** Email cover letter, resume and writing sample to: Austin Randazzo, Austin.Randazzo@fcc.gov.

**Multiple Locations/Offices Federal Communication Commission*

See <http://www.fcc.gov/encyclopedia/internships-available-fcc> for a listing of additional FCC offices. *Positions in additional offices and locations may be considered as new externships and must be processed as such.

Federal Trade Commission, Dallas, TX & *Multiple Locations

Faculty Supervisor: Professor Lyryssa Lidsky, Positions: Multiple, Credits: From 3 to 6

Application Deadline: March 21, 2015. Applications are reviewed on a rolling basis. The FTC has summer employment opportunities (for up to 10 weeks) for law students who have completed one or more years of law school. The Commission recruits dedicated law students with an exceptional level of commitment to the public interest to enforcing antitrust and consumer protection laws as mandated by Congress. Students will be assigned intellectually stimulating projects, similar in complexity to those given to junior attorneys, which afford them an opportunity to demonstrate writing, analytical and advocacy skills. Students will be given opportunities to interview consumers who have filed complaints against companies.

To Apply: Email application documents to jelliott@ftc.gov. **Address cover letter to:** James Elliott, Assistant Regional Director, Southwest Region, Federal Trade Commission, 1999 Bryan St., Suite 2150, Dallas TX, 75201.

**Multiple Locations Federal Trade Commission*

Students must apply directly to the location. For more information regarding locations see the [FTC Website](#). *Positions in other FTC locations will be considered as new externships and must be processed as such.

Florida Governor's Office, Office of the General Counsel, Tallahassee

Faculty Supervisor: TBD, Positions: Varies, Credits: From 4 to 6

Application Deadline: April 3, 2015. Applications are reviewed on a rolling basis. The Office of General Counsel functions as the chief legal advisor to the Governor in his official capacity. The duties of the Office are diverse and include: providing counsel to the Governor regarding legal issues that arise in the day-to-day operation of the executive branch; representing the Governor in suits in which he is named in his official capacity; advising the Governor on clemency issues; functioning as the Chief Ethics Officer; assisting the Governor with judicial and other appointments; and serving as the Governor's liaison to the general counsels of state agencies. Additionally, attorneys within the Office provide legal support to the Governor and Cabinet in their capacity as the Administration Commission and the Florida Land and Water Adjudicatory Commission. **To Apply:** Apply online at <http://www.flgov.com/internship/> *Positions in offices other than the General Counsel will be considered as new externships and must be processed as such.

Internal Revenue Service, Jacksonville, Miami & *Multiple Locations

Faculty Supervisor: Professor Danny Sokol, Positions: Up to 2 per City, Credits: From 3 to 6

Approved Locations: Jacksonville & Miami, FL. **Application Deadline:** February 22, 2015. Students will work alongside Chief Counsel Attorneys on a variety of educationally related work assignments and provide legal assistance to attorneys. Students will have to opportunity to acquire training and experience in tax law, government contracts, personnel, and labor law. **Required:** Must be a U.S. citizen. Top 20% class rank or GPA of 3.4 or greater. **Preferred:** Courses in tax law, bankruptcy or administrative law and relevant legal experience such as VITA. Moot court or Trial Team experience is a plus. **Application Documents for all locations:** Cover letter, resume, unofficial transcript, [IRS Declaration Form](#), [IRS Application Form](#) (omit social security number) and 5 to 10 page writing sample.

Jacksonville Internal Revenue Service

To Apply: Email application documents to: lauren.b.epstein@irscounsel.treas.gov. **Address cover letter to:** Ms. Lauren B. Epstein, Associate Area Counsel, Office of the Chief Counsel, IRS (SBSE), 400 West Bay Street, Suite 240, Jacksonville, FL 32202. **Note:** Reference "Externship Application-Summer 2015" in the subject of the email.

Miami Internal Revenue Service

To Apply: Email application documents to: Andrew.m.tiktin@irscounsel.treas.gov. **Address Cover Letter to:** Mr. Andrew Tiktin, Managing Counsel, Internal Revenue Service, Office of Chief Counsel, 51 S.W. First Avenue Suite 1114, Miami, FL, 33153. **Note:** Reference "Externship Application-Summer 2015" in the subject of the email.

**Multiple Locations Internal Revenue Service*

To Apply: Email application documents to: attyapplications@irscounsel.treas.gov. Indicate city choice(s) in your cover letter. **Note:** Reference “Externship Application-Summer 2015” in the subject of the email. For information regarding additional IRS locations <http://jobs.irs.gov/student/occ-locations.html>. *Positions in additional IRS locations will be considered as new externships and must be processed as such.

Office of Government Information Services, Washington, DC

Faculty Supervisor: Professor Elizabeth Rowe, Positions: Up to 2, Credits: 6

Application Deadline: February 1, 2015. Students will contribute 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. In addition, students will attend meetings, Congressional hearings, court arguments, seminars and training sessions related to FOIA and government transparency. **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 & Urban Development, General Counsel, Jacksonville

Faculty Supervisor: Professor Jason Nance, Positions: 2, Credits: From 4 to 6

Requisition Number: ES1565

Students will perform legal research, draft opinions, review loan documents and prepare memos, meet with clients, and assist in advising program managers and senior attorneys. Students will gain substantive knowledge of FHA-insured and Capital Advance Grant-funded real estate transactions, fair housing laws, community planning and development programs, public housing issues, Freedom of Information Act requests, and single family FHA-insured mortgage issues. Special projects may be assigned to align with the student’s interests and experience. **Preferred:** Background in real estate, affordable housing, urban planning, land use or civil rights. **Address cover letter to:** Jamie Karpman, Attorney Advisor, U.S. Department of Housing and Urban Development, 400 W. Bay Street, Suite 1015, Jacksonville, FL 32202.

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

Faculty Supervisor: Elizabeth Lear, Positions: Up to 4, Credits: 6

Application Deadline: March 12, 2015. 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 Department 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: Jill Rosa, jill.rosa@usdoj.gov. **Note:** The Department of Justice has a diverse intern/externship program. For a full list of DOJ agencies, 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, Positions: Up to 2, Credits: 6

Application Deadline: March 15, 2015. 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 mail to: Intern Coordinator, House Judiciary Committee, 2138 Rayburn House Office Building, Washington, DC 20515 Note: 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. Army & Navy Judge Advocates General's Office (JAG), *Multiple Locations

Faculty Supervisor: TBD, Positions: Multiple, Credits: From 4 to 6

Approved Locations: **Army:** Fort Rucker, AL, Fort Stewart, GA. **Navy:** Mayport, FL, Newport, RI. Students will deal with a wide variety of legal issues involving legal aid to soldiers including; family law matters, wills, contracts, divorce, adoption, and immigration issues. Students will participate in trial prep (to include drafting motions, preparing witnesses and case file prep). Students will conduct legal research, witness interviews and client intake. Students will shadow attorneys at pre-trial confinement hearings, Article 15s (military non-judicial punishment), and Administrative Separation Boards. **To Apply:** Students must apply directly to JAG offices. *Positions with other JAG locations will be considered as new externships and must be processed as such.

U.S. Securities and Exchange Commission, *Multiple Locations

Faculty Supervisor: TBD, Positions: Multiple, Credits: From 4 to 6

The Application Deadline for Washington, DC has been extended to February 16, 2015. Approved Locations: ~~Atlanta, GA., Miami, FL~~ and Washington, DC. The Securities and Exchange Commission will accept 1L applications for the 2015 Summer Honors Intern Program starting on December 1, 2014. Apply early as applications will be considered on a rolling basis. **To Apply:** Applications will only be accepted through USAJobs postings: There are three separate job postings – one for the [Washington DC headquarters](#), one for the [Division of Corporation Finance](#) and [Regional Offices](#). **Note:** If you are applying to the [Washington DC headquarters](#), indicate up to three preferred offices and divisions in your cover letter ([Descriptions of Summer Legal Internships-SEC Divisions & Offices](#)). Students who apply to the Washington DC headquarters are automatically considered by all of the groups there, including the five divisions. Students work with SEC staff on projects particular to the specific division or office to which they are hired. Students will participate in seminars/workshops on various aspects of the federal securities laws. **Required:** This is a 10 week program.

~~*Multiple Locations U.S. Securities and Exchange Commission~~

Additional Locations: Los Angeles, CA, San Francisco, CA, Denver, CO, Boston, MA, New York, NY, Philadelphia, PA, Salt Lake City, UT. **To Apply:** Applications will only be accepted through USAJobs postings at [SEC Regional Offices](#). *Positions in SEC offices other than Atlanta, Miami & Washington will be considered as new externships and must be processed as such.

U.S. Senate Finance Committee, Washington, DC

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

Application Deadline: Applications are reviewed on a rolling basis; however, applicants should apply early (three-to-four months before the start date is preferable). The Committee seeks students with specific interests in health care, international trade, social security, communications, human services, and tax issues. Students will assist with legislative research projects, hearings, and other substantive assignments and administrative tasks. **Preferred:** Students who can work full-time (40 hours/5 days per week). Part-time candidates are also considered. **To Apply:** Email cover letter, resume, 1-2 page writing sample, and two references (in a single PDF document) to: Democratic_Internships@finance.senate.gov. **Note:** In the cover letter, please indicate your area of interest given the Finance Committee's broad jurisdiction. **Address cover letter to:** Senator Ron Wyden, Chairman, U.S. Senate Committee on Finance, 219 Dirksen, Senate Office Building, Washington, DC 20510.

Health Care Law

American Medical Association, Office of the General Council, Chicago, IL

*Faculty Supervisor: Professor Lars Noah, Positions: Up to 2, Credits: From *2 to 6*

Students will work with both health and corporate law attorneys while providing support for ongoing projects and initiatives within the OGC. Work will include health and corporate law matters. Students will have the opportunity to research and draft memoranda on various health and corporate law issues; interact with AMA physician members and AMA staff in diverse areas; attend educational sessions; and prepare briefs and other materials for litigation. **Preferred:** 2nd or 3rd year law students. **To Apply:** Email a resume, cover letter, unofficial transcripts (including GPA) to: elizabeth.larocca@ama-assn.org. Reference "Summer Externship Application" in the subject line of the email. **Address Cover Letter to:** Elizabeth LaRocca, Office of General Counsel, AMA Plaza, 330 N. Wabash Ave., Suite 39300, Chicago IL 60611. **Required:** Students may register for 2 to 6 credits but are required to work a minimum of 37.50 hours per week.

State of Florida Department of Health, Miami-Dade & Monroe Counties

Faculty Supervisor: Professor Elizabeth Rowe, Positions: Up to 2, Credits: From 2 to 6

The Florida Department of Health's Legal Division for Miami-Dade and Monroe Counties work for the public health interests of more than two million residents. Diverse subjects include AIDS and the law, environmental health law, contracts, labor relations and risk management techniques. Counsel prosecute on-sight sewage disposal system, swimming pool, tattoo parlor, body piercing establishment, food & group care facility cases, seek injunctions to close business establishments which create sanitary nuisances (adult book stores and peep shows), and prosecute other facilities that endanger the health, safety and welfare of their clients or residents. The Legal Office areas of practice include, civil litigation, client counseling, and appellate practice, administrative practice including disciplinary actions, and medical records confidentiality (HIPPA) and public records issues. Students will conduct research, draft legal memoranda, and assist with other aspects of ongoing litigation and/or appeals. **Note:** Students earning credit must pay for background check. **To Apply:** Email application materials to tracie.dickerson@flhealth.gov. **Address cover letter to:** Tracie Dickerson, Esq., Florida Department of Health, Miami-Dade County, 8323 NW 12 Street, 2nd Floor, Room 214, Miami, FL 33126.

Shands Legal Services, Gainesville

Faculty Supervisor: Professor Leslie Knight, Positions: Up to 3, Credits: From 2 to 6

Requisition Number: ES1567

Students will work with a wide range of legal issues encountered in a large teaching/research hospital. Students will engage in a variety of research, writing, drafting, interviewing, and clinical tasks. Students may participate in consults/team projects with medical and other professionals, and may attend court, hearings, and meetings with patients/families and Physicians. **Preferred:** MD, RN, MPH or other health-related degrees or experience preferred but not required. **Address cover letter to:** Andrei Boyarshinov, Associate General Counsel, Shands Healthcare, 1600 SW Archer Road, Gainesville, FL 32610.

University of Florida, Health Science Center, Self-Insurance Program, Gainesville

Faculty Supervisor: Professor Leslie Knight, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1568

The Florida Board of Governors Self Insurance Programs (SIP) focus on providing protection to their participating health care providers, while at the same time partnering with them to provide patient care through education and patient safety initiatives. SIP manages general and professional liability exposures that arise from the official functions of its participants. The student will be asked to participate in research and writing assignments, will be exposed to medical malpractice claims and suits and may be invited to attend and observe case evaluation discussions, depositions, mediations and trials. **Address cover letter to:** Randall C. Jenkins, Esq., Administrator, University of Florida, Self-Insurance Program, PO Box 112735, Gainesville, FL 32611-735.

Higher Education Law

- *Note: The UF Higher Education externships are highly confidential. Confidential matters will not be disclosed by the student, including in journals and discussions with Faculty Supervisors.*

Broward County School Board, Ft. Lauderdale

Faculty Supervisor: Professor Jason Nance, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES15100

Students will work primarily with an attorney who specializes in a specific area such as special education law, labor law, or construction law. Students will assist with a variety of tasks that include but are not limited to legal research, consultation, fact gathering, preparation of memos, attending meetings, and other aspects of litigation and/or school board governance.

Address cover letter to: J. Paul Carland, II, Esq., General Counsel, School Board of Broward County, 600 SE 3rd Avenue, 11th Floor, Ft. Lauderdale, Florida 33301.

Duval County School Board, Jacksonville

Faculty Supervisor: Professor Jason Nance, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1569

The Duval County School Board is the official policy-making body for all education-related issues in Duval County Public Schools. The student will assist in the critique and drafting of a comprehensive collection of agency rules and administrative procedures required to implement the rules, regarding topics that include but are not limited to procurement, risk management, human resources, and student extra-curricular activities. The student also will research various legal issues as requested by the Chief of Legal Services. **Preferred:** Successful completion of Legal Drafting. **Address cover letter to:** Karen Chastain, Chief of Legal Services, Duval County School Board, 1701 Prudential Drive, Jacksonville, FL 32207.

Miami-Dade College, Office of Legal Affairs, Miami

Faculty Supervisor: Professor Jason Nance, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1570

Students will be conducting research, writing legal memoranda and assisting with various legal matters on subjects that include: contracts, real property (construction, leasing, purchase, etc.); public records; administrative law; labor & employment; copyright and intellectual property; and other legal issues involving higher education. Student will attend meetings and other gatherings as part of the daily legal activities of a busy, active legal office at an institution of higher education. **Address cover letter to:** Carmen Dominguez, College Counsel, Miami Dade College, 300 N.E. 2nd Avenue, Miami, FL 33132.

Santa Fe College, Office of the General Counsel, Gainesville

Faculty Supervisor: Professor Silvia Menendez, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1571

Students will obtain valuable hands on experience in the practice of higher education law for a large public college with a variety of 2 year and 4 year degree programs. This externship will provide students the opportunity to gain exposure to an in-house legal practice and to matters and issues unique to a state institution. Students will assist an office of 3 attorneys who handle a wide variety of legal issues, including governance and administrative law issues, college contracting, student affairs, labor and employment law, real estate and construction law, and public records and open meetings law. The work will include research, drafting and other projects. Students will be expected to perform legal analysis and provide recommendations for resolving issues. Students may have the opportunity to attend meetings and judicial proceedings.

Address cover letter to: Patti Locascio, General Counsel, Santa Fe College, 3000 NW 83rd Street, Gainesville, FL 32606.

University of Florida, Office of Student Legal Services, Gainesville

Faculty Supervisor: Professor Silvia Menendez, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1573

The student will obtain valuable hands on experience in the practice of law in a professional office offering legal services to full time students at the University of Florida. The student will observe and conduct (on a limited basis and under the supervision of an attorney) client intake and provide the attorney with an opinion as to the legal issue and observations of a client's case; research legal issues and prepare memorandum of law; contact clients, opposing parties/attorneys, or third-parties to follow-up on necessary information; draft correspondence to clients and opposing parties; draft petitions, motions, discovery, and other court documents; and assist the attorney with preparation for occasional court proceedings. **Address cover letter to:** Alisha P. Tabag, Assistant Director, University of Florida Student Legal Services, 215 Walker Hall, Gainesville, FL 32611-8505.

University of Florida, Office of the Vice President & General Counsel, Gainesville

Faculty Supervisor: Professor Jason Nance, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: ES1574

Students will gain experience in the practice of higher education law for a large, public university. This externship will provide students with the opportunity to gain exposure to an in-house legal practice and to matters and issues unique to a state entity. Students will assist an office of 11 attorneys and work on a wide variety of legal issues including governance and administrative law issues, university contracting, IP law, student affairs, employment, real estate, constitutional, athletics, health care law, public records and open meetings law. Students will also work on projects regarding St. Augustine Preservation. **Address cover letter to:** Brande Smith, Assistant General Counsel, University of Florida, Office of the General Counsel, PO Box 113125, 123 Tigert hall Gainesville, FL 32611-3125

Immigration Law

Americans for Immigrant Justice, Miami

Faculty Supervisor: Professor Elizabeth Lear, Positions: Up to 3, Credits: From 4 to 6

Application Deadline: February 25, 2015. 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.

U.S. Dept. of Justice, Office for Immigration Review, Immigration Court, Orlando

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

Application Deadline: February 23, 2015. Applications are considered on a rolling basis, and a final determination may be made before this date. Students will become familiar with the Immigration and Nationality Act (INA), the Code of Federal Regulations, and immigration case law set forth by the Board of Immigration Appeals, the United States Court of Appeals for the Eleventh Circuit, and the U.S. Supreme Court. The six Immigration Judges at the Orlando Immigration Court preside over administrative hearings to determine whether noncitizens are deportable, excludable, inadmissible or removable from the United States as charged by the Department of Homeland Security. In addition, the judges have jurisdiction to consider applications for various forms of discretionary and mandatory relief, including various waivers, adjustment of status, cancellation of removal, asylum, withholding of removal, and protection under the United Nations Convention Against Torture. There is a large overlap with criminal law and interns can expect to analyze crimes involving moral turpitude or aggravated felonies. The internship entails in-depth research and analysis of legal issues, as well as drafting decisions, motions, and legal memoranda that will be taken under advisement by an Immigration Judge and may later be used as writing samples. **Preferred:** Prior knowledge of immigration law is not required but highly recommended. **Required:** Strong legal research and writing skills are required. Must be a U.S. citizen. **Address cover letter to:** Kathleen Schulman, Attorney Advisor, U.S. Department of Justice, Executive Office for Immigration Review, Orlando Immigration Court, 3535 Lawton Road, Suite 200, Orlando, FL 32803. **To Apply:** Send application materials via email to Kathleen.Schulman@usdoj.gov **Note:** Selected students must work at least 240 hours for 8 to 10 weeks and must pass a background security check, including a credit check, which may take up to eight weeks to complete.

U.S. Dept. of Homeland Security, Immigration & Customs Enforcement, Orlando

Faculty Supervisor: Professor Elizabeth Lear, Positions: Up to 4, Credits: From 4 to 6

To Apply: Students must apply through [Syplicity](#). Attorneys for the U.S. Immigration and Custom Enforcement (ICE) Office of the Principal Legal Advisor (OPLA) represent the U.S. government in all exclusion, deportation, and removal proceedings before the Executive Office for Immigration Review (EOIR). OPLA attorneys also provide legal advice and training to ICE Special Agents and Enforcement and Removal Operations Officers with respect to criminal investigations and the apprehension and removal of criminal aliens. Students will assist OPLA attorneys with various research and writing projects with respect to immigration issues, country conditions topics, and possibly criminal law matters. Students will also have ample opportunity to observe immigration proceedings, to include those of aliens seeking relief from removal pursuant

to asylum or other applications. Students may have an opportunity to participate in the litigation of an immigration case before EOIR. **Preferred:** Prior experience or course work in the area of immigration law is preferred, but not required. **Required:** Selected students must work at least 240 hours for 8 to 10 weeks and must pass a background security check, including a credit check, which may take up to eight weeks to complete. Must be U.S. Citizen and be in top 50% of class. **Address cover letter to:** Luis Maldonado, Deputy Chief Counsel, Office of the Chief Counsel, 3535 Lawton Road, Suite 100, Orlando, FL 32803

U.S. Dept. of Homeland Security, Immigration & Customs Enforcement, Miami

Faculty Supervisor: Professor Elizabeth Lear, Positions: Up to 4, Credits: From 4 to 6

Note: In person interviews will be conducted during spring break. Attorneys for the U.S. Immigration and Customs Enforcement (ICE) Office of the Principal Legal Advisor (OPLA) represent the U.S. government in all exclusion, deportation, and removal proceedings before the Executive Office for Immigration Review (EOIR). OPLA attorneys also provide legal advice and training to ICE Special Agents and Enforcement and Removal Operations Officers with respect to criminal investigations and the apprehension and removal of criminal aliens. Students will assist OPLA attorneys with various research and writing projects with respect to immigration issues, country conditions topics, and possibly criminal law matters. Students will also have ample opportunity to observe immigration proceedings, to include those of aliens seeking relief from removal pursuant to asylum or other applications. Students may have an opportunity to participate in the litigation of an immigration case before EOIR. **To Apply:** send application materials via email to: Richard.C.Jurgens@ice.dhs.gov and Margaret.E.Nocero@ice.dhs.gov. Include a cover letter, resume, unofficial transcripts and a brief writing sample (3-5 pages). **Address cover letter to:** Richard C. Jurgens, Assistant Chief Counsel, Office of the Chief Counsel U.S. Immigration and Customs Enforcement, U.S. Department of Homeland Security, 333 S. Miami Avenue, Suite 200, Miami, FL 33130. **Required:** Must be U.S. Citizen, must work full time from approximately May 26, 2015 to July 31, 2015 (10 weeks), and must be in the top 50% of class (no D or F on transcript). Selected students must pass a FBI conducted background security check and may not work another legal job at the same time as the externship due to a potential conflict.

Intellectual Property Law

➤ *Intellectual Property externships may qualify for the Intellectual Property Certificate Program*

U.S. Court of International Trade, New York, NY

Faculty Supervisor: Professor Elizabeth Rowe, Positions: Up to 3, Credits: From 4 to 6

Application Deadline: See individual Judge's postings for application instructions and deadlines. The U.S. Court of International Trade, 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>. **Note:** Application deadlines vary from Judge to Judge.

U.S. Patent and Trademark Office, Alexandria, VA & Multiple Locations

Faculty Supervisor: Professor Elizabeth Rowe, Positions: Up to 4, Credits: 6

Application Deadlines: March 27, 2015. 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. **To Apply:** Apply on-line at <https://www.usajobs.gov/GetJob/ViewDetails/391830300>. Submit a resume, unofficial transcripts (if selected you will be required to furnish official transcripts) and a cover letter describing your job-related qualifications. Your resume should indicate your citizenship and should list your educational and work experience including job titles, salary, employment dates, duties and accomplishments, and experience. **Required:** Must be a U.S. citizen. This is a full time 8-10 week summer program. Applicants **must** email a copy of application documents to Professor Rowe, rowe@law.ufl.edu.

**Multiple Locations USPTO*

*Positions in other USPTO locations will be considered as new externships and must be processed as such. See the USA jobs site for additional locations accepting applications.

International Law

Arnold Silverman Internship Program, Shurat HaDin Israel Law Center, Tel Aviv

Faculty Supervisor: Professor Lyrissa Lidsky, Positions: Multiple, Credits: 6

The Arnold Silverman Internship Program provides law students a unique opportunity to engage in assisting in research, drafting and litigation against terrorist organizations, their leaders and the states that sponsor them while also providing a rare to explore the Jewish state and the Middle East conflict from the frontlines. Students will work on actual cases in a dynamic environment with staff lawyers and jurists from around the globe. In addition, the internship provides students and young attorneys with a hands-on opportunity to attend court sessions, observe terrorism trials in the IDF military courts, meet with Israeli judges and lawyers, tour the state's borders, and interact with clients. Students will be assigned legal research and writing projects covering topics such as anti-boycott initiatives, security regulations, burden of proof in terrorist trials, anti-terror ordinances, challenging government actions in court and other pertinent issues in Israel's dynamic legal field. Students will make use of such legislation as the Alien Tort Statute, the Torture Victim Protection Act, the Anti-Terrorism Act, and the Foreign Sovereign Immunities Terrorism Exception in drafting legal memoranda and research projects. Additionally, weekly field trips to IDF security courts, military bases, and Israeli courts are scheduled. **To Apply:** See the Israel Law Center website at: <http://israellawcenter.org/activities/internship-program/>. **Note:** Applications are not yet being accepted for summer – check back frequently.

Local Government Law

Gainesville Regional Utilities, Office of the General Counsel, Gainesville

Faculty Supervisor: Professor Jason Nance, Positions: Up to 2, Credits: From 3 to 6

Requisition Number: ES1578

Gainesville Regional Utilities (GRU) serves approximately 92,000 customers and provides electric, natural gas, water, waste-water, and fiber optics services to Gainesville and the surrounding areas. Students will assist GRU's in-house legal department with the day to day legal operations of the five different utility systems. GRU's Legal Department advises the fuels and acquisitions departments on the administration, negotiation and execution of contracts; advises the real estate department on the drafting of purchase and sale agreements, leases, and easements; drafts and reviews the operational policies and procedures for the five business units; advises and ensures compliance with Florida's Public Records laws; serves as liaison for providing discovery for all ongoing litigation; serves as Issuer's Counsel responsible for all disclosure documents related to all bond issuances and financial transactions. **Preferred:** Successful completion of Legal Research & Writing and 3rd year law students.

Office of the City Attorney, Gainesville & Palm Bay

Faculty Supervisor: Professor Jason Nance, Positions: Up to 2, Credits: From 2 to 6

Requisition Number: Gainesville: ES1579

Palm Bay: ES1580

The Office of the City Attorney typically provides professional legal advice and legal services to the City Commission, appointed officials, boards, city staff and government departments. In addition, the city attorney prosecutes and defends all suits for and on behalf of the city, prepares contracts, bonds and renders opinions on various issues of city interest. Areas of expertise include county and local government law as well as skills in many other practice areas. Students will assist in drafting and reviewing contracts, real estate documents, and all legally operative City documents, and conduct legal research on pending issues of public importance to the City. **Required:** Successful completion of Legal Research & Writing. **Preferred:** 2nd or 3rd year law students

Office of the County Attorney, Alachua & Levy Counties, Gainesville & Bronson

Faculty Supervisor: Professor Deb Cupples, Positions: 1 per office, Credits: 2

Requisition Number: Alachua County, Gainesville: ES1581

Levy County, Bronson: ES1582

The County Attorney's office handles a wide variety of issues, including torts, contracts, land use, property, code enforcement, elections, and matters relating to the state and federal constitutions. The work may consist of drafting contracts, litigation documents, or legislative documents; attending hearings or negotiations; and researching legal issues. **Required:** Successful Completion of Legal Drafting prior to the semester the externship begins.

Office of the County Attorney, Lee County, Ft. Myers

Faculty Supervisor: Professor TBD, Positions: Varies, Credits: 2 to 6

The County Attorney's Office provides professional legal counsel and advice to the Lee County Board of County Commissioners and administrative staff agencies and officials. Members of the County Attorney's office provide legal guidance on such diverse areas as fire, finance, tax, engineering, personnel, labor, public services, zoning, code enforcement, and administration. Students will assist in drafting and reviewing contracts, real estate documents, and all legally operative City documents, and conduct legal research on pending issues. **To Apply:** Email application documents to samburgey@leegov.com. **Address cover letter to:** Ms. Sue Amburgey, 2115 Second Street, Ft. Myers, FL 33901.

City and County Attorney Offices, *Multiple Locations

Faculty Supervisor: Professor TBD, Positions: Multiple, Credits: 2 to 6

Students must apply directly to the office of the City or County Attorney's Office in the city(s) of their choice. **City Attorney Office, Approved Locations:** Jacksonville, Key West, Melbourne, Palm Bay, Tallahassee **County Attorney Office, Approved Locations:** Bay County (Panama City) Flagler County (Bunnell), Osceola County (Kissimmee), Monroe County (Key West), St. John's County (St. Augustine) Hillsborough County (Tampa) *Positions with City and County Attorney's offices not listed will be considered as new externships and must be processed as such.

Public Interest, Human & Civil Rights Law

Blackstone Legal Fellowship, *Multiple Locations

Faculty Supervisor: Professor Maggie Temple-Smith, Positions: Multiple, Credits: 6

The Blackstone Legal Fellowship is sponsored by Alliance Defending Freedom. Alliance Defending Freedom is an alliance-building legal organization that defends and advocates for religious freedom to uphold justice and preserve the right of people to freely live out their faith. Christian legal advocacy organization dedicated to protecting religious liberty, the sanctity of life, and marriage and family. Upon acceptance to the Fellowship, the Blackstone staff works with each intern to identify the best available option to advance each intern's specific career objectives. Past externs have served in virtually every area of the legal system, including serving with domestic and international public interest and policy organizations, think tanks, and state and federal government offices. **To Apply:** See the Blackstone website for more information and on-line application instructions. <http://www.blackstonelegalfellowship.org/>. **Note:** Blackstone Legal allows students to work with private law firms and professors, UF Law school policy prohibits student's externing with these entities. *Positions at locations not previously approved will be considered as new externships and must be processed as such.

Community Legal Services of Mid-Florida, Multiple Locations

Faculty Supervisor: Professor Lee-ford Tritt, Positions: Multiple, Credits: From 2 to 6

Requisition Number: ES15107

Practice Areas: Civil legal assistance for low-income clients (family, housing, landlord-tenant, special education, public benefits, veterans benefits). **Position Description:** CLSMF is a non-profit law firm that provides free legal services to eligible clients in 12 central Florida counties. Students will assist staff attorneys in providing direct representation to low-income and homeless clients with legal issues including VA benefits, landlord-tenant matters, evictions, foreclosures, health and disability benefits, public benefits, special education, child support, domestic violence and other family law matters, consumer and medical debt, wills & advanced directives, etc. Students will support staff attorneys by researching and writing memorandums of law and developing written materials for the public as well as participate in outreach to collaborate with community organizations. **Qualifications:** Excellent oral and written communication skills as well as the ability to work effectively as a team member. Previous experience working with low-income and homeless clients is a plus. **Required Documents:** Cover letter, resume and unofficial transcript. In your cover letter indicate your top two office location preferences (first choice cannot be guaranteed). **Office Locations:** Ocala, Orlando, Daytona, Inverness, Tavares, Kissimmee, Palatka, Sanford (practice areas vary by office location). **Address cover letter to:** Christie Bhageloe, Esq., 128 Orange Avenue, Suite 100, Daytona Beach, FL 32114.

~~Community Legal Services of Mid-Florida, Equal Justice Works/AmeriCorps JD Veterans Legal Corps (VLC), Multiple Locations. CANCELLED~~

*Faculty Supervisor: Professor Lee-ford Tritt, Positions: Multiple, Credits: *6*

Requisition Number: ES1508

Required Documents: Cover letter, resume and unofficial transcript. In your cover letter indicate your top two office location preferences (first choice cannot be guaranteed). Office Locations: Ocala, Orlando, Daytona, Inverness, Tavares, Kissimmee, Palatka, Sanford. Address cover letter to: Christie Bhageloe, Esq., 128 Orange Avenue, Suite 100, Daytona Beach, FL 32114. **Program Background & Description:** Equal Justice Works (EJW), AmeriCorps, and Community Legal Services of Mid Florida (CLSMF) have partnered to provide the Veterans Legal Corps (VLC) externship opportunity to assist veterans and military families with their legal needs. The VLC extern will provide civil legal assistance to low-income veterans and military families in central Florida. CLSMF is a non-profit law firm that provides free legal services to eligible clients in 12 central Florida counties. **Upon successful completion of 300 hours of service, law students will receive a \$1,175 education stipend from AmeriCorps. *Students may register for fewer than 6 credits but must work as a full-time extern (320 hours for 6 credits or 300 hours for 2-5 credits).**

Practice Areas: Veterans Benefits, civil legal issues for veterans. **Position Description:** Students will assist staff attorneys & EJW Fellows in providing direct representation to low-income and homeless veterans and military families with legal issues including VA benefits, landlord-tenant matters, evictions, foreclosures, health and disability benefits, public benefits, child support, domestic violence and other family law matters, consumer and medical debt, wills & advanced directives, drivers' license reinstatement, and sealing & expunging criminal records. Students will participate in outreach to and collaborate with veterans' organizations including VA facilities, Vet Centers for combat veterans, homeless shelters, veterans' courts, and Stand Downs for homeless veterans. Assist with classes to groups of veterans at homeless shelters, Vet Centers, jails, etc. to facilitate referrals of veterans who are homeless or at risk of becoming homeless. Assist with implementation of the new medical legal partnership (MLP) on-site at the Viera Vets Admin. (Brevard Co) and assist with regular intakes at the MLP at least once a month. **Qualifications:** EJW and AmeriCorps require the completion of state and federal fingerprint and criminal background checks as well as compliance with all CNCS Federal Regulations throughout the fellowship program. The law student must attend an EJW member law school. Students will need excellent oral and written communication skills as well as the ability to work effectively as a team member. Previous experience working with low-income and homeless clients, veterans, and/or military families is a plus.

Disability Rights Legal Centers, Los Angeles, CA

Faculty Supervisor: TBD, Positions: Multiple, Credits: From 3 to 6

DRLC offers three legal externships, the Cancer Rights Program, the Civil Rights Program and the Los Angeles, HIV Law and Policy Project. **To Apply:** For more information on these programs and application instructions see the website at: <http://www.disabilityrightslegalcenter.org/law-student-externship-and-pro-bono-student-opportunities>

Florida Institutional Legal Services, Gainesville

Faculty Supervisor: Professor Meshon Rawls, Positions: At least 2, Credits: From 2 to 6

Requisition Number: ES1586

FILS advocates on behalf of and provides representation to persons housed in adult, juvenile, and mental health institutions in the state of Florida in impact and class action civil litigation. Students will learn about these issues, as well as develop proficiency in legal drafting, case review skills, client interviewing, and litigation preparation. **Required:** Successful completion of Criminal Law **Required:** In addition to other application materials, submit a one-page essay explaining your interest in the externship. Essays will be evaluated based on student's interest in criminal law, public interest law, and post-conviction representation of prisoners and other institutionalized persons. Essay must be attached to the on-line application.

Global Centurion Foundation, Washington, DC

Faculty Supervisor: Professor Maggie Temple-Smith, Positions: Multiple, Credits: From 2 to 6

Global Centurion works on issues surrounding victims and survivors of human trafficking. This internship is designed for students with an interest in human rights, human trafficking, international criminal justice, and related issues. Students will primarily assist in researching, drafting, and writing law review and policy articles related to the work of Global Centurion Foundation. **Required:** Strong research skills and ability to use Westlaw, LexisNexis as well as other on-line research tools. **To Apply:** Email resume, cover letter and writing sample to: Hrvoje Budimir, hrvojebudimir@hotmail.com and Laura Lederer, laura.lederer@verizon.net. **Address cover letter to:** Ms. Laura Lederer, President, Global Centurion Foundation.

Harvard Legal Aid Bureau, Cambridge, MA

Faculty Supervisor: TBD, Positions: Multiple, Credits: From 3 to 6

HLAB Summer Interns generally experience a broad range of litigation and legal experience in as many as four primary practice areas. In the Family Law practice, HLAB represents victims of domestic violence in restraining order hearings, divorces, paternity, visitation, child support, and custody disputes. In the Housing Law practice, HLAB represents individual clients who are being evicted from public, subsidized, and private housing, as well as works with tenant unions and other progressive organizations to ensure the availability of affordable housing in the Greater Boston area. In the Government Benefits practice, HLAB represents clients at hearings to obtain or retain their Social Security and Social Security Disability benefits, unemployment benefits, and welfare benefits. Finally, in the Wage and Hour practice, HLAB allows students to work on affirmative lawsuits addressing violations of state and federal labor laws. Students are asked to choose a primary concentration in the area of housing or family law. **To Apply:** See the website for application instructions: <http://www.harvardlegalaid.org/apply/summer-fellowship-program/>

Innocence Project of Florida, Tallahassee

Faculty Supervisor: Professor Meshon Rawls, Positions: Up to 4, Credits: From 2 to 6

Requisition Number: ES1475

This externship may qualify for the Criminal Law Certificate Program. This externship will educate students in post-conviction law, collateral criminal procedure, the law governing wrongful arrest, prosecution and incarceration, habeas corpus law and procedure, the law of capital punishment. Students will develop proficiency in legal drafting, case review skills and litigation preparation. **Required:** Completion of Criminal Law. **Required:** In addition to the application package, students must submit a one page written essay explaining their interest in this externship. Essays will be evaluated based on students' interest in criminal law, interest in public interest law, and interest in post-conviction representation of prisoners raising claims of actual innocence. The essay must be attached to the on-line application.

Inter-American Institute of Human Rights, San Jose, Costa Rica

Faculty Supervisor: Professor Tom Ankersen, Positions: 1, Credits: From 2 to 6

Requisition Number: ES1476

Students will conduct research in support of human rights advocacy in the Americas. Students will participate in activities such as workshops, training sessions, and negotiations with the Institute. **Required:** Spanish fluency and participation in the UF Law Costa Rica program are required.

Legal Aid Services, Multiple Locations

Faculty Supervisor: Professor Maggie Temple-Smith, Positions: Multiple, Credits: From 2 to 6

Requisition Numbers: Jacksonville: ES1587

Ft. Walton Beach: ES1589

Miami: ES1588

Pensacola: ES1590

Tallahassee: ES1591

Legal Aid Services provide free civil legal advice, representation and education to the disadvantaged so as to improve the lifestyle and living conditions of the low income community and encourage self-sufficiency. Legal aid services provided include: affordable housing, children's advocacy, immigration and human rights. Students will assist legal services attorneys in preparing for court, mediation, discovery, and other client assistance. Students will gain practical experience in legal research, analysis, writing and client interviewing and communication. *Positions with Legal Aid/Service offices not listed may be considered for new externships and must be processed as such. **Website:** <http://www.floridalegal.org/director.htm>

Robert F. Kennedy Center for Justice & Human Rights, Washington, DC

Faculty Supervisor: Professor Lee-ford Tritt, Positions: Up to 2, Credits: From 3 to 6

Application Deadline: Applications are reviewed on a rolling basis; however, applicants should apply early. Students will collaborate with staff on a wide variety of legal projects, including but not limited to: conducting legal and factual research in support of high impact litigation before regional and international human rights bodies, amicus briefs, press releases, and legal advice for local counsel in domestic cases; communicating with clients and international co-counsel; assisting in drafting petitions and briefs; and participating in litigation strategy and other internal meetings. There will be a heavy emphasis on legal research, analysis, and writing. **To Apply:** Email cover letter, resume, list of three references, and a brief writing sample to: intern@rfkcenter.org. Successful writing samples will consist of a legal brief on international human rights law and standards. **Address cover letter to:** Mr. Santiago Canton, 1300 19th St., NW Suite 750, Washington, DC 20036, **Note:** Reference Legal Intern Summer 2015 in the subject of the email. *See the RFKC website at <http://rfkcenter.org/jobs-a-opportunities?lang=en> for additional opportunities.

Southern Center for Human Rights, Atlanta, GA

Faculty Supervisor: TBD, Positions: Multiple, Credits: From 4 to 6

The Southern Center for Human Rights is a nonprofit, public interest law firm dedicated to providing legal representation to people facing the death penalty, challenging human rights violations in prisons and jails, seeking through litigation and advocacy to improve legal representation for poor people accused of crimes, and advocating for criminal justice reform on behalf of those affected by the system in the Southern United States. **To Apply:** Apply on-line at <https://www.schr.org/about/internships>

Southern Legal Counsel, Inc., Gainesville

Faculty Supervisor: Professor Deb Cupples, Positions: Multiple, Credits: From 2 to 6

Requisition Number: ES1593

Southern Legal Counsel is a statewide not-for-profit public interest law firm that is committed to the ideal of equal justice for all and the attainment of basic human and civil rights. SLC primarily assists individuals and groups with public interest issues. Students conduct legal research and factual investigation; prepare legal memoranda; draft and review public records requests and responses; assist in all aspects of discovery such as document analysis, organization and indexing depositions; and assist in preparation of legal documents and pleadings. **Note:** Since most of the work concerns federal court litigation, there is substantial legal research and writing involved.

Three Rivers Legal Services, Gainesville & Lake City

Faculty Supervisor: Professor Shani King, Positions: Multiple, Credits: From 2 to 6

Requisition Number: Gainesville: ES1594

Lake City: ES15102

Three Rivers Legal Services is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients in seventeen counties throughout North Florida. Students will gain experience in legal research, analysis, writing, and client interviewing and communication. Positions in Gainesville: **General Services Division:** The student hired for this position will not be assigned to a particular division but will work within TRLS as needed. Legal issues will include Family Law, Domestic Violence and Housing Law. **Housing Division:** Housing cases may involve acquisition, preservation or access to housing for homestead and shelter. The majority of housing cases involve assistance to tenants in eviction cases, whether by private landlords or under programs involving public assistance (Section 8 vouchers, public housing, or private subsidized housing). **Note:** Please indicate in your cover letter if you are applying for the housing law division, the general services division, or both. **Lake City Three Rivers Legal Services:** Students will work in all divisions of the Lake City office, including; Family, Domestic Violence, Housing and General.

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

Faculty Supervisor: Professor Jason Nance, Positions: Up to 2, Credits: From 3 to 6

CLOSED. Applications were accepted until February 3 at noon.

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. Students will work with OCR attorneys and investigators on one or more teams to resolve discrimination complaints. Students will observe and participate in complainant and witness interviews, participate in the drafting of all documents pertinent to an OCR investigation including, letters of notification and data requests and letters of finding. The law extern may have the opportunity to participate in local on-site investigations, and will assist with data analysis, observe/participate in the mediation process, engage in substantial legal research and be expected to adhere to the tight timeframes of the Department. ~~**To Apply:** Email resume, cover letter, and writing sample to: Ebony.Calloway-Spencer@ed.gov.~~ **Address cover letter to:** Ms. Ebony Calloway-Spencer, U.S. Department of Education, Office for Civil Rights, Sam Nunn Federal Building, 61 Forsyth Street, SW, Suite 19T10, Atlanta, GA 30303.

State Government Law

➤ *Attorney General's office externships may qualify for the Criminal Law Certificate Program*

Office of the Attorney General, *Multiple Locations

Faculty Supervisor: Professor Stacey Steinberg, Positions: Multiple, Credits: From 4 to 6

Approved Locations: Ft. Lauderdale, Jacksonville, Miami, Orlando, Tallahassee, Tampa St. Petersburg, & West Palm Beach
Approved Units: Consumer Protection, Criminal Justice & Appeals Programs, Solicitor General and Statewide Prosecution.
Application Deadline: April 14, 2015. 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. **Required:** 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. *Positions in other AG Offices/Units will be considered as new externships and must be processed as such.

New Externship Agencies

*The sites listed below have expressed an interest in our Externship Program. 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.

*American Bar Association, Multiple Offices & 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.

*Center for Disease Control and Prevention, Atlanta, GA

Application Deadline: February 28, 2015. **To Apply:** Email a resume and cover letter to: phlawprogram@cdc.gov. The CDC externship creates a formalized entry-level experience for 2nd and 3rd year law students who are interested in exploring careers in public health law. PHLP is a dynamic group of public health lawyers and analysts who work to advance the use of law as a public health tool. PHLP provides services and resources such as technical assistance, publications, and workforce development to CDC programs and state, tribal, local, and territorial health departments. The program features; work experience on one or more core projects with mentorship from a CDC PHLP staff attorney; exposure to a complex, government work environment and a team of public health lawyers with diverse expertise; opportunities to co-author published articles and other materials; communication and mentorship with a dedicated preceptor throughout the externship experience.

*Peace Corps, Office of the Inspector General, Washington, DC

OIG's legal intern program is ideal for law students who are interested in pursuing a career in criminal justice, government oversight or administrative law. Students selected for the summer program will participate in the OIG Summer Law Clerk Program organized by the Council of Inspectors General for Integrity and Efficiency. The program allows students to learn about the OIG community, other federal agencies, as well as a wide variety of legal issues facing federal government lawyers. The OIG conducts investigations of criminal, civil, and administrative misconduct related to Peace Corps programs and operations (both domestic and overseas). Investigations are based on specific allegations, reports, or other information indicating possible violations of law or regulation. The OIG serves as the law enforcement arm of the Peace Corps and works closely with the Department of State, the Department of Justice, and other federal agencies. **To Apply:** Submit a cover letter, resume and writing sample (not to exceed 10 pages) to sgerwin@peacecorps.gov. **Address cover letter to:** Sarah O'Neill Gerwin, Chief Administrative Officer, Peace Corps Office of Inspector General, 1111 20th Street, NW, Washington, DC 20526

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

Applications Deadline: March 15, 2015. Offices which usually participate in the Summer Legal Intern program are: Chief Counsel for International Commerce; Chief Counsel for Import Administration; Chief Counsel for the Bureau of Industry & Security; Assistant General Counsel for Administration (labor and employment law, government ethics and

administrative law); Assistant General Counsel for Legislation and Regulation; Assistant General Counsel for Finance and Litigation (tort and commercial litigation, contract law and grant review); Chief Counsel for Commercial Law Development; Chief Counsel for Technology Administration which provides legal services to the National Institute of Standards and Technology; and Chief Counsel for Economic Affairs which provides legal services to the Census Bureau. The General Counsel for the National Oceanic and Atmospheric Administration; Chief Counsel for the National Telecommunication and Information Administration; and Chief Counsel for the Economic Development Administration may also offer summer internships. **To Apply:** See the OGC's Summer Legal Internship announcement for application information at: [summer legal internship announcement](#).

*U.S. Department of Justice, Multiple Offices & Locations

The U.S. Department of Justice selects about 1800 volunteer interns each year. For a list of practice areas see <http://www.justice.gov/legal-careers/justice-practice-areas>. **To Apply:** See the DOJ Intern website at <http://www.justice.gov/legal-careers/volunteer-internship-opportunities> for a listing of participating offices. *Positions in DOJ agencies that are not previously approved sites will be considered as new externships and will be processed as such.

*Wounded Warrior Project, Inc., Jacksonville

Website: <http://www.woundedwarriorproject.org/> **Application Deadline:** February 28, 2015. 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 to research various issues of law, draft, negotiate and edit contracts, and assist with intellectual property management. **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. **Note:** In your cover letter indicate that you are applying for a for-credit summer externship position.

* Legal Externship Programs, Multiple Locations, Washington, DC

See the individual websites for information and application instructions.

*U.S. Department of Health & Human Services, Multiple Locations: <http://www.hhs.gov/ogc/careers/apply.html>

*U.S. Agency for International Development (USAID), Office of the General Counsel, Washington, DC: <http://www.usaid.gov/work-usaid/careers/student-internships/general-counsel>

*U.S. Department of Transportation, Office of General Law, Washington, DC: <http://www.dot.gov/mission/administrations/general-counsel/jobs-internships>

* Legal Externship Programs, Multiple U.S. & International

*Google, Multiple Locations: Click the boxes: Teams & roles: Legal & Government Relations and Position: Intern. <http://www.google.com/about/careers/students/howtoapply.html> - show available positions.

*U.S. Equal Employment Opportunity Commission, NY District Office Legal Units - New York City & Newark, NJ: <http://www.eeoc.gov/eeoc/jobs/intern-ny-legal.cfm>

*Office of the Attorney General, Multiple Locations, CA: <http://oag.ca.gov/careers/students>

Additional Forms & Application Documents

Several Externships in this guide require additional application forms. Completed forms must be submitted in addition to other required application materials.

5th Judicial Circuit Court, All Locations - [5th Judicial Circuit Application Form](#)

Required for 5th Judicial Circuit Court, Marion, Lake, Citrus, Hernando, and Sumter County, externship applications

8th Judicial Circuit Court, Family Law - [8th Judicial Circuit Family Law Application](#)

Required for all 8th Judicial Circuit Court, Family Law Division externship applications

13th Judicial Circuit Court - [Internship Application](#) & [Record Check Forms](#) (2 forms)

Required for all 13th Judicial Circuit Court, Tampa externship applications

Florida Attorney's General's Office - [Application for Internship Form](#)

Required for all Florida Attorney General's Office externship applications

Internal Revenue Service - [Declaration for Federal Employment](#) & [Application Forms](#) (2 forms) Required for IRS (all locations) externship applications

Public Defender's Office, Orlando & Kissimmee - [Application for Employment](#)

Required for Public Defender's Office, Orlando & Kissimmee externship applications

State Attorney's Office, 5th & 8th Judicial Circuits - [Background Check & Info Form](#)

Required for 5th & 8th Judicial Circuit, Ocala & Gainesville State Attorney's Office externship applications

State Attorney's Office, 13th Judicial Circuit - [Authorization to Release Information Form](#) & [State of Florida Application Form](#)

Required for State Attorney's Office, 13th Judicial Circuit, Tampa externship applications

State Attorney's Office, 7th & 17th Judicial Circuit - [State of Florida Application Form](#)

Required for State Attorney's Office, 17th Judicial Circuit, Ft. Lauderdale & 7th Circuit St. Augustine externship applications

State Attorney's Office, 18th Judicial Circuit - [Law Student Extern Volunteer Application Form](#)

Required for State Attorney's Office, 18th Judicial Circuit, Brevard & Seminole County externship applications

United States Attorney's Office, All Districts - [Pre-Interview Questionnaire Form](#)

Required for all U.S. Attorney's Office externship applications

Division of Children & Families Locations

