



**Summer 2014**

**Academic Externship  
Program Guide  
---Part 2---**

Rev. January 22, 2014

*Please see the  
Externship Program Guide, Part 1  
for additional opportunities that  
may still be available.*

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# 2014 Summer Externship Schedule

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## Externship Time Line

Tuesday, January 21	Informational meeting for students interested in 2014 Summer Externship opportunities noon in room 285C. Externship positions are available on the Gator Jobs web site <a href="https://jobs.ufl.edu">https://jobs.ufl.edu</a>
Friday, February 14	Deadline for Florida Supreme Court Summer Externship applications. Students may apply on line until midnight.
Sunday, February 23	Deadline for Externship applications. Students may apply on-line until midnight. (Except where noted)
Mon. - Fri., March 3-7	Spring Break
Friday, March 14	Deadline for Faculty and Field supervisors to submit selections Students are notified of selections as they come in
Friday, March 21	Student deadline to Accept or Decline Externships
March/April (TBD)	<u>Mandatory</u> for <b>all</b> Externs - Externship Orientation Meeting
March/April (TBD)	<u>Mandatory</u> for <b>all</b> Externs - Legal Research Mini Course
Tues. – Thurs. April 1-3	ISIS Advanced registration for Summer and Fall 2014 terms
Friday, April 4	<u>Mandatory</u> for <b>all</b> Externs - Professionalism Symposium 9:00 a.m. to Noon at Trinity United Methodist Church
Wednesday, April 9	Deadline to submit new externship proposals to Curriculum Committee
Friday, April 11	<u>Mandatory</u> for <b>Judicial Externs Only</b> - Judicial Externship Preparation Mini Course – 1:30 to 4:00 p.m. in room TBD
Monday, April 21	Last day of Spring classes
Thursday, May 15	<u>Mandatory</u> <b>for all Gainesville State Attorney's office Externs</b> Orientation Meeting at the State Attorney's Office
Sun., May 18 – Tues. May 20	Drop/Add
Mon., May 19 – Tues., July 8	Summer Semester Dates

**The Fall Externship Informational Meeting will be held in early March.**

# 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. 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. In many cases, students must meet minimum requirements for individual externships.

## 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
- 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. With permission from the faculty and field supervisors students may begin externships early and work until the deadline date, which for summer is the week before fall classes begin. Likewise, externships may be completed early if the hourly requirements have been met and with appropriate permission from both faculty and field supervisors.



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

## Non-Discrimination Policy

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

## Externship Administration

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

# 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. Failure to submit complete information may disqualify applicants from consideration. Students are permitted to submit applications for multiple externships. However, judicial externships must be given priority. 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.**

## 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.

## Extern Requirements

### Student Extern Requirements

Summer externs must attend the Externship Orientation meeting, a Legal Research mini course and the Professionalism Symposium. Externs may also be required to attend additional meetings as required by Faculty and or Field Supervisors. Externs will be registered for a designated number of credits. Based on the number of credits, externs are required to work the subsequent number of 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 Ms. Barnes 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.

## Law School Orientation & Required Classes

Externs are **required** to attend the following meetings and training classes: (Dates & Times TBD as noted)

- March/April TBD: Externship Orientation Meeting for **all** Externs
- March/April TBD: Legal Research Course for **all** Externs
- Friday, April 4: Professionalism Symposium for **all** Externs. 9:00 a.m. at Trinity United Methodist Church.

In addition, **judicial externs** are required to attend the following:

- March/April TBD: **Judicial** Externship Preparation Course
- Thursday, May 15: Students who accept the 8<sup>th</sup> Circuit State Attorney's Office, Criminal Law and Domestic Violence externships must attend a full day orientation and training program. This program 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

## 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 & Field Supervisor Orientation Meetings

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 may 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.

## 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. Externs cannot receive credit for time not worked. Required hours must be completed during the semester of the externship. 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

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 complete and candid on the Student Evaluation in order for the Externship Program to make the best placement decisions for future externs.

## Externship Grades

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.

## 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 placement. Remember, your externship offers you the opportunity to develop your professional reputation that will be perpetuated throughout your career. Although you are not being paid, your externship is a job. You must act accordingly!

# Creating New Externships

## Requirements for Creating New Externships

Externship sites that are not advertised through the College of Law may be approved, but only under stringent 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 2014 semester is (tentative) Tuesday, April 2. 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 included with **each** application unless otherwise specified:

- Cover letter/letter of interest – Addressed to the Faculty Supervisor unless otherwise indicated
- Resume
- Unofficial transcript (may be downloaded from ISIS)
- Writing sample (approximately 5 - 12 pages)
- Additional documents as specified in individual position descriptions

Failure to submit complete information may disqualify applicants from consideration. Students are permitted to submit applications for multiple externships.

## 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.

## Your Cover Letter – How to Address 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]:

## Your Cover Letter – How to Address a General Cover Letter

- Address: [Full Name]  
Title  
Address  
City, State & Zip Code
- Salutation: Dear [Mr. **or** Ms.] (not both) [Last Name]:
- For Example: Dear Ms. Smith: Dear Mr. Harris:
- [if you are writing letter to a Professor] Dear Professor Smith:

## *JUDICIAL EXTERNSHIPS*

### *United States District Courts*

**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.

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

Faculty Supervisor: Professor Deb Cupples

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1401

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. **Required:** Must be a 2<sup>nd</sup> or 3<sup>rd</sup> year law student. **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. Rm. 243, Gainesville, FL 32601

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

Faculty Supervisor: Professor Jeff Davis

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1402

Students will gain experience performing legal analysis and applying legal principles and analysis to cases actively pending before the court. Students will work with the judge and law clerks, reviewing case files, performing legal research, observing courtroom proceedings, writing case summaries and drafting bench memoranda. **Note:** In your cover letter list all other externships for which you are applying and indicate your first choice. **Required:** Must be a 2<sup>nd</sup> or 3<sup>rd</sup> year law student and must work at least 15-20 hours per week. **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. Rm. 243, Gainesville, FL 32601

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

Faculty Supervisor: Professor Michael Seigel

Number of Positions: 1

Credits: From 4 to 6

Requisition Number: ES1403

Students will gain experience performing legal analysis and applying legal principles and analysis to cases 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:** Completion of a weekly journal during the course of the externship designed to cause reflection on the field experience is required. Two seminar meetings, one prior to the start of the externship and one at the conclusion of the externship are required. Completion of an exercise designed to cause reflection on the field experience is required prior to the second class. A scholarly paper of 12-15 pages on a topic of federal law, ethics or procedure is required. The paper is due no later than the last day of classes of the following semester (except for graduating seniors)." **Required:** Must be a 2<sup>nd</sup> or 3<sup>rd</sup> year law student. **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 2<sup>nd</sup> St., Ocala, FL 34475.

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

Faculty Supervisor: Professor Leslie Knight

Number of Positions: 1

Credits: From 2 to 5

Requisition Number: ES1404

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. **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. **Note:** Students who applied directly to Judge Conway are still under consideration and do not need to re-apply.

## U.S. Bankruptcy Courts, Various Locations, FL

Faculty Supervisor: Professor Jeff Davis

Number of Positions: 1 with each Judge

Credits: From 2 to 6

Requisition Number: ES1405

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



# State Circuit Courts

## 4<sup>th</sup> Judicial Circuit Court, Various Judges, Jacksonville

Faculty Supervisor: Professor Silvia Menendez

Number of Positions: Up to 4

Credits: From 2 to 6

While working with Circuit Judges students will obtain valuable hands on experience in the practice of law in a state court setting. Students will gain litigation experience working with the judges and the staff attorneys on pending cases covering mostly criminal law issues. Students will conduct legal research and writing and produce legal memoranda. 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. **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 3<sup>rd</sup> year students **To Apply:** Students must apply directly to the court. Email application documents and include a list of 3 references with contact information to [maguila@coj.net](mailto: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

## 5<sup>th</sup> Judicial Circuit Court, Judge Steven Rogers, Ocala

Faculty Supervisor: Professor Patricia Thomson

Number of Positions: Up to 4

Credits: From 2 to 6

Requisition Number: ES1406

Students will be assigned to, and work with Judge Rogers and possibly other Circuit Judges conducting legal research and writing, producing legal memoranda, attending hearings and other related assignments given by the Sr. Staff Attorney. **Address cover letter to:** The Honorable Steven Rogers, 5<sup>th</sup> Judicial Circuit Court, Marion County Judicial Center, 110 NW First Ave., Ocala, FL 34475. **Note:** Personal interviews will be conducted at the Marion County Courthouse.

## 5<sup>th</sup> Judicial Circuit Court, Family Law Division, Ocala

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1407

This externship may qualify for the Family Law Certificate Program. Students work as Judicial Clerks in the Family Law Division of the 5<sup>th</sup> Judicial Circuit. Students are assigned to work with Judges, Hearing Officers, or with attorneys working with the Family Law Judges. Students will attend hearings, research legal issues, draft orders, and review court files. This externship will expose students to how the family law system operates, and how Judges arrive at decisions in family law matters, particularly where the interests of children are involved. **Address cover letter to:** Barbara Kissner, Child Support Hearing Officer, Marion County Judicial Center, 110 NW First Ave., Ocala, FL 34475. **Note:** Personal interviews may be conducted.

## 8<sup>th</sup> Judicial Circuit Court, Alachua County Judge Thomas M. Jaworski, Gainesville

Faculty Supervisor: Professor Patricia Thomson

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1408

This externship may qualify for the Criminal Law Certificate Program. Student will work with Staff Attorneys and Judge Jaworski conducting legal research and writing, producing legal memoranda, attending hearings and

other related assignments. Judge Jaworski's court handles cases in areas such as DUI, Battery, cannabis and petit theft. **Address cover letter to:** The Honorable Thomas M. Jaworski, 8<sup>th</sup> Judicial Circuit Court, Alachua County Criminal Justice Center, 220 South Main Street, Room A221, Gainesville, FL 32601

### 8<sup>th</sup> Judicial Circuit Court, Criminal Law Division, Gainesville

Faculty Supervisor: Professor Patricia Thomson

Number of Positions: Up to 4

Credits: From 2 to 6

Requisition Number: ES1409

This externship may qualify for the Criminal Law Certificate Program. Students will gain litigation experience working with judges and staff attorneys on pending cases covering a wide variety of legal issues and will gain insight into the workings of our state court system and the thought processes of judges. Students will conduct legal research and writing, produce legal memoranda and will have the opportunity to observe court proceedings. Assignments will be given by the Sr. Staff Attorney. **Required:** Completion of Evidence **Address cover letter to:** Robert Folsom, Sr. Trial Court Staff Attorney, 8<sup>th</sup> Judicial Circuit Court, Administrative Office of the Court, 201 E. University Ave., Gainesville, FL 32601.

### 8<sup>th</sup> Judicial Circuit Court, Family Law Division, Gainesville

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 5

Credits: From 2 to 6

Requisition Number: ES1410

This externship may qualify for the Family Law Certificate Program. Students work as Judicial Clerks in the Family Law Division of the 8<sup>th</sup> Judicial Circuit. Students are assigned to work with Judges, Hearing Officers, or with attorneys working with the Family Law Judges. Students will attend hearings, research legal issues, draft orders, and review court files. This externship will expose students to how the family law system operates, and how Judges arrive at decisions in family law matters, particularly where the interests of children are involved. **Required:** In addition to other application materials, students must submit a completed [8<sup>th</sup> Judicial Circuit Family Law Application form](#) **Address cover letter to:** Bridge Baker, Trial Court Staff Attorney, 8<sup>th</sup> Judicial Circuit Court, Administrative Office of the Court, 201 E. University Ave., Room 204, Gainesville, FL 32601.

### 8<sup>th</sup> Judicial Circuit Court, Probate Division, Gainesville

Faculty Supervisor: Professor Lee-ford Tritt

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1411

This externship may qualify for the Estates & Trusts Certificate Program. Students work as Judicial Clerks in the Probate Division of the 8<sup>th</sup> Judicial Circuit. Students will attend hearings, research legal issues, draft orders and review court files. **Required:** Students **must** be enrolled in the E&T Certificate Program. **Address cover letter to:** Katherine Mockler, Trial Court Law Clerk, 8<sup>th</sup> Judicial Circuit Court, Administrative Office of the Court, 201 E. University Ave., Gainesville, FL 32601.

### 8<sup>th</sup> Judicial Circuit Court, Trial Court Staff Attorney, Gainesville

Faculty Supervisor: Professor Henry Wihnyk

Number of Positions: Up to 2

Credits: From 2 to 5

Requisition Number: ES1412

Students will work as Judicial Clerks on circuit court appellate cases and extraordinary writs, including petitions for writs of certiorari, mandamus and habeas corpus. Students will conduct research; attend hearings, draft

memoranda and orders for Judges throughout the 8<sup>th</sup> Judicial Circuit. **Address cover letter to:** Bridget Baker, Trial Court Staff Attorney, 8<sup>th</sup> Judicial Circuit Court, Administrative Office of the Court, 201 E. University Ave., Rm. 204, Gainesville, FL 32601

## 9<sup>th</sup> Judicial Circuit Court, Various Judges, Orlando

Faculty Supervisor: Professor Deb Cupples

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1413

Students will gain litigation experience working with judges on pending cases covering a wide variety of legal issues and will gain insight into the workings of our state court system and the thought processes of judges. Students will conduct legal research and writing, produce legal memoranda and will have the opportunity to observe court proceedings. **Required:** Completion of Evidence **Address cover letter to:** The Honorable Jenifer M. Davis, 9<sup>th</sup> Judicial Circuit Court, 425 N. Orange Ave., Orlando, FL 32801

## 11<sup>th</sup> Judicial Circuit Court, Complex Business Litigation Division, Miami

Faculty Supervisor: Professor Jason Nance

Number of Positions: Up to 4

Credits: From 3 to 6

**Application Deadline:** January 31, 2014. Applications are reviewed on a revolving basis. Students will work with Judge Jose M. Rodriguez in the Complex Business Litigation Division of the court. Students will be required to produce bench memoranda on motions to dismiss, perform legal research and attend court. The Judge will frequently hold a question and answer period following hearings to discuss the matters heard and ruled on and to give more depth to the arguments heard. Frequently contacts are made 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. **Note:** The work in this division necessitates a background or interest in complex business litigation. **Required:** Students selected must have completed their 2<sup>nd</sup> year of law school. **Preferred:** Business Associations, Corporations, or similar classes are preferred in order to better understand the cases. **To Apply:** Email cover letter addressed "To Whom it May Concern", resume, a completed [11<sup>th</sup> Circuit Volunteer-Intern Application](#) form, and a writing sample to: Ms. Anays Lorenzo, [alorenzo@jud11.flcourts.org](mailto:alorenzo@jud11.flcourts.org), Volunteer Coordinator/Judicial Support Administrator, Administrative Office of the Courts, Eleventh Judicial Circuit, Lawson E. Thomas Courthouse Center, 175 NW 1st Avenue, 30th Floor, Miami, FL 33128

## 13<sup>th</sup> Judicial Circuit Court, Tampa

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 4

Credits: From 3 to 6

**Application Deadline:** February 28, 2014. Applications will be reviewed as they are received and therefore available positions may be filled prior to the application deadline. The 13<sup>th</sup> Circuit externship program allows students to observe firsthand the workings of the judiciary and legal community while reinforcing their legal research and writing skills. Students will attend hearings, research legal issues, draft orders and review court files. **To Apply:** send all application documents via email to Sarah Ledgerwood, [ledgersa@fljud13.org](mailto:ledgersa@fljud13.org). **Application Documents:** cover letter, resume and completed forms - [13<sup>th</sup> Circuit Internship Application Form](#) and [13<sup>th</sup> 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. **Address cover letter to:** Chris Nauman, Assistant Court Counsel, 13<sup>th</sup> Judicial Circuit, 800 East Twiggs Street, Suite 603, Tampa, FL, 33602. Submit each application document as a separate file (Acrobat or Word files preferred).

## 15<sup>th</sup> Judicial Circuit Court, West Palm Beach

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 4

Credits: From 3 to 6

**Application Deadline:** 4:00 p.m. on February 26, 2014. Applications will be reviewed as they are received and therefore available positions may be filled prior to the application deadline. Students will observe firsthand the workings of the judiciary and legal community while reinforcing their legal research and writing skills. Students work on criminal and civil appellate matters as well as other assignments in the areas of civil, criminal, juvenile, family and probate law. Students are given the opportunity to attend trials and hearings, tour the local governmental facilities and learn more about the programs offered in the 15<sup>th</sup> Judicial Circuit. **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:** send 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, 15<sup>th</sup> Judicial Circuit, 205 N. Dixie Highway, 5<sup>th</sup> 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](mailto:lear@law.ufl.edu). Materials are NOT to be emailed to Ms. Borman.

## Additional Approved Circuit Courts, FL

The following courts are approved for externships. Students must apply directly to the individual courts. Students who accept positions in these courts and wish the positions to be considered for an externship must contact Ms. Barnes in the Center for Career Development office.

1<sup>st</sup> Judicial Circuit, Shalimar, Pensacola

4<sup>th</sup> Judicial Circuit, Yulee

5<sup>th</sup> Judicial Circuit, Tavares

6<sup>th</sup> Judicial Circuit, Clearwater, New Port Richey, St. Petersburg

7<sup>th</sup> Judicial Circuit, Bunnell, Daytona Beach, St. Augustine

9<sup>th</sup> Judicial Circuit, Kissimmee

12<sup>th</sup> Judicial Circuit, Sarasota

17<sup>th</sup> Judicial Circuit, Ft. Lauderdale, Plantation

18<sup>th</sup> Judicial Circuit, Melbourne, Sanford

19<sup>th</sup> Judicial Circuit, Stuart, Vero Beach

20<sup>th</sup> Judicial Circuit, Ft. Myers, Naples

Externships with courts not listed must be approved. Appointments will be reviewed and approved or denied as new externships, on a case by case basis. Contact Ms. Barnes.

# State Appellate Courts

## 1<sup>st</sup> District Court of Appeal, Tallahassee

Faculty Supervisor: Professor Henry Wihnyk

Number of Positions: Up to 4

Credits: From 4 to 6

Requisition Number: ES1414

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. **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

Number of Positions: Up to 2

Credits: \*From 3 to 6

Requisition Number: ES1415

\*Students may register than 6 credits but must complete a minimum of 300 hours. Hours worked over the maximum number of hours required for the number of credits registered for will be applied to pro bono hours.

**Application Deadline:** February 14, 2014. Students will work at the Florida Supreme Court as research aides. Students will attend oral arguments, conduct legal research on multiple subjects, prepare memoranda and summaries of cases, and discuss legal issues and cases with justices, staff attorneys and clerks. Prior to placement, students must complete an 8 hour tutorial to receive instruction on issues related to the work of the Florida Supreme Court, including Article V of the Florida Constitution, the Rules of Appellate Procedure. Students must have participated in Florida Constitutional Law or plan to in the following semester. Interviews will be conducted.

### MEMORANDUM

#### **FLORIDA SUPREME COURT EXTERNSHIP**

**Six** credits for Summer/**Five** credits for fall and spring. Placement at Florida Supreme Court as research aides to Supreme Court justices, central staff attorneys or elsewhere in the Court during spring semester 2014. Participation will include attendance at oral arguments, legal research on multiple subjects, preparing legal memoranda and summaries of cases, and discussing legal issues and cases with justices, staff attorneys and clerks. Students will also be required to register subsequently for Florida Constitutional Law and contribute to the instruction of that class.

The Florida Supreme Court externship program has been arranged in co-operation with the Supreme Court. Other Florida law schools also participate in the program. Professor Jon Mills and Staff Attorney Tim McLendon of the Center for Governmental Responsibility will serve as responsible faculty members. Externs will be screened through a prior application procedure, subject to approval by the Supreme Court. A staff attorney in the a office of a justice, the Clerk's Office or the Central Staff will assume direct supervision of each

student as field instructor, and will ensure that the students perform the necessary 300 hours of work (ca. 20 hours per week during fall & spring semesters). Both the field instructors and the faculty member will co-operate in providing critical evaluation of the student externs' work. This externship meets all ABA standards.

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

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

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

#### **Prerequisites:**

- Acceptance into participating law school's extern program or some other recognized program
- Second or third-year student
- Outstanding academic record (generally top 25%); and exceptional research and writing skills
- Completion of Civil Procedure and Evidence **required**; Criminal Practice and Procedure, and Florida Constitutional Law recommended
- Certified 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

**Selection Process:** Each participating Florida law school selects a limited number of qualified students to participate in the program each semester. Selection is based on the student's overall record, including courses taken, grades, research and writing skills, experience, expected graduation date, and satisfactory background checks.

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

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

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

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

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

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

**Term:** The summer 2014 externship program will commence with orientation at the Supreme Court on May 14, 2014, and end July 6, 2014 (tentative dates). This will allow student externs to observe oral arguments scheduled during late spring/early summer 2014.

## ***NON-JUDICIAL EXTERNSHIPS***

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### ***Bankruptcy Law***

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

Faculty Supervisor: Professor Jeff Davis

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1416

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***

**Guardian ad Litem, 8<sup>th</sup> Judicial Circuit, Gainesville**

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1418

This externship may qualify for the Family Law Certificate Program. 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 observe dependency court, research legal issues, and participate in case work organization.

### Three Rivers Legal Services, Family Law Division, Gainesville

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1419

This externship may qualify for the Family Law Certificate Program. 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

### Adventist Health System, Maitland

Faculty Supervisor: Professor Danny Sokol

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1420

Adventist Health System is a not-for-profit healthcare organization. Adventist Health System's flagship, Florida Hospital, is one of the largest healthcare providers in America and a national leader in cardiac care. Established in 1908, Florida Hospital now includes almost 2,200 beds on seven campuses. Students will work in in-house legal office on various issues. Issues include but are not limited to general corporate matters, intellectual property, contract drafting, employment issues, contract drafting, health law issues, and risk management.

### Banyan Biomarkers, Inc., Alachua

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: 1

Credits: From 4 to 6

Requisition Number: ES1421

Banyan Biomarkers is the leader in developing in vitro diagnostic products to address unmet clinical needs for the detection of traumatic brain injury (TBI). Under the supervision of Banyan In-House counsel, students will assist in all legal matters with focus on patent prosecution. Students will assist in drafting, filing and prosecution of patent applications, negotiating licenses to acquire IP, drafting Non-Disclosure Agreement's, Material Transfer Agreement's, Service Agreements, Collaborative Research Agreements, Clinical Trial Agreements and in the negotiation/compliance with government contracts and grants. **Preferred:** A background in biotechnology or biomedical engineering is a plus, but not required. A registered patent agent is also a plus, but at a minimum the applicant must be patent bar eligible. **Note:** Applicants do not have to submit a writing sample.

### Digital Risk, Orlando

Faculty Supervisor: Professor Danny Sokol

Number of Positions: Up to 2

Number of Credits: From 4 to 6

Digital Risk is the nation's largest provider of mortgage risk, compliance and transaction management solutions. Digital Risk works with the industry's leading predictive modeling tools to analyze loan level default, severity,



prepayment and fraud with pool and structured aggregation. Students will have the opportunity to learn the inner workings of an in-house legal department. Students will spend time in three legal divisions; 1. In-House Affairs: students will engage in employment issues, including federal labor laws, contract drafting and review. 2. PLS Recovery Division: students will evaluate liabilities and remedies found within residential mortgage backed securities through forensic document review. 3. Commercial Real Estate: students will analyze commercial backed security documents and conduct market analysis to expand the division's marketability. **To Apply:** Complete the applicant information form on the web site and submit a resume and cover letter (one document) to: <http://careers.digitalrisk.com/apply-now/>. **Note:** Select Intern in the drop down box for Position Desired.

## Escape Media Group, Inc. d/b/a Grooveshark.com, Gainesville

Faculty Supervisor: Professor Stu Cohn

Number of Positions: 1

Number of Credits: From 2 to 6

Requisition Number: ES1422

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:** 2<sup>nd</sup> and 3<sup>rd</sup> year students **Application Materials:** Submit a resume and a cover letter with one paragraph stating why you want to work for Grooveshark. No other application documents are required.

## Exactech, Inc., Gainesville

Faculty Supervisor: Professor Danny Sokol

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1423

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 & Title Group, Jacksonville

Faculty Supervisor: Professor Danny Sokol

Number of Positions: 1 in each office

Credits: From 3 to 6

Requisition Numbers: Financial Group: ES1424 Title Group: ES1425

Fidelity National Financial Group is a leading provider of title insurance, technology and transaction services to the real estate and mortgage industries. Fidelity Title Group is the nation's largest title insurance company through its title insurance underwriters. 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. Additional tasks may involve written and verbal communication with policyholders and counsel. **Required:** Proficient use of Westlaw or Nexis-Lexis and strong time management skills

## HD Supply, Atlanta, GA & Orlando, FL

Faculty Supervisor: Professor Danny Sokol

Number of Positions: 1 in each city

Credits: From 3 to 6      Requisition Numbers:    Atlanta: ES1426      Orlando: ES1427

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.

## Infinite Energy, Inc., Gainesville

Faculty Supervisor: Professor Danny Sokol

Number of Positions: 1

Credits: From 3 to 6      Requisition Number: ES1428

Infinite Energy is an innovative supplier of retail and wholesale energy. They provide natural gas and electricity in Texas and natural gas in Florida, Georgia, New York and New Jersey. Since 1994, Infinite Energy has grown into one of Florida's largest privately owned companies and was recognized as one of the 100 best companies to work for in Florida in 2009, 2010 and 2011. Students will conduct legal research, write memoranda, draft litigation pleadings, review and draft contracts and other documents, attend court and sit in on business meetings. Areas of law include: Employment, Business, Intellectual Property, Collections, Contracts, Tax and Litigation.

## Invensys, Foxboro, MA

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: Up to 2

Credits: 6      Requisition Number: ES1429

This externship may qualify for the Intellectual Property Certificate Program. Invensys' software, systems, and controls enable customers including oil refineries, power stations, mining companies and appliance manufacturers to monitor, control and automate their products and processes. Invensys is grouped into three business units: Invensys 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.

## Jabil Circuit Inc., St. Petersburg

Faculty Supervisor: Professor Danny Sokol

Number of Positions: 1

Credits: From 3 to 6      Requisition Number: ES1430

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.

### Jabil Circuit Inc., IP Division, St. Petersburg

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: 1

Credits: From 3 to 6

Requisition Number: ES1431

This externship may qualify for the Intellectual Property Certificate Program. Students will work in the Intellectual Property Division of Jabil Circuit. Jabil 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 research industry and litigation trends affecting Jabil's business and draft and review IP related procedures and contracts.

**Required:** Classes related to patent law.

### Ladies Professional Golf Association (LPGA), Daytona Beach

Faculty Supervisor: Professor Deb Cupples

Number of Positions: 1

Number of Credits: From 2 to 6

**Application Deadline:** February 28, 2014. 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>.

### MDLIVE Care Health Services, Inc., Sunrise

Faculty Supervisor: Professor Danny Sokol

Number of Positions: 1

Credits: From 3 to 6

Requisition Number: ES1432

MDLIVE is the newest and most advanced healthcare delivery system in America where consumers, physicians and mental health counselors can engage in real time interactive consultations, providing convenience and affordable healthcare services. Using the latest technologies in Web communications and VOIP telephony, the Company extends traditional healthcare to the home or office. The student will conduct research on HIPAA and the HITECH Acts and Telehealth and Telemedicine (an evolving field in Health Law). The student will assist with the drafting of contracts with physicians, insurance companies and Health Systems and will interact with health professionals, hospital administrators and corporate executives.

## Office Depot, Inc., Boca Raton

Faculty Supervisor: Professor Danny Sokol

Number of Positions: 1

Credits: From 3 to 6

Requisition Number: ES1433

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 66,000 associates, and serves consumers and businesses in 59 countries with more than 2,200 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.

## Tampa Bay Lightning /Tampa Bay Times Forum, Tampa

Faculty Supervisor: Professor Stacey Steinberg

Number of Positions: 1

Credits: From 3 to 5

Requisition Number: ES1434

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:** 3L's strongly preferred. **Required:** Strong writing skills

## Tech Data, Clearwater

Faculty Supervisor: Professor Danny Sokol

Number of Positions: Up to 2

Credits: From 3 to 6

Requisition Number: ES1435

Tech Data is one of the world's largest wholesale IT distributors of microcomputer-related hardware and software products. Tech Data carries an extensive line of products from hundreds of technology manufacturers and publishers, and distributes these products to more than 100,000 technology resellers in the U.S., Canada, the Caribbean, Latin America, Europe and the Middle East. 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

Number of Positions: Up to 2

Credits: From 3 to 6

Requisition Number: ES1436

TECO Energy is an energy company located in Tampa, traded on the New York Stock Exchange (TE) and a part of the S&P 500 Index. TECO's businesses include Tampa Electric, Peoples Gas System (Florida's largest natural gas distributor) and a mining company, TECO Coal. 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

Number of Positions: 1

Credits: From 3 to 6

Requisition Number: ES1437

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, corporate governance and tax law. Students will also be exposed to intellectual property 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

### Florida Capital Resource Center (Regional), \*North Florida

Faculty Supervisor: Professor Jennifer Zedalis

Number of Positions: Up to 2

Credits: From 3 to 6

Requisition Number: ES1438

This externship may qualify for the Criminal Law Certificate Program. 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. \*This externship is based in the North Florida region and travel may be required. **Preferred:** Criminal Law or Criminal Procedure, Evidence and/or Trial Practice preferred. **Required:** Excellent research skills

### Office of the Federal Public Defender, Various Locations, FL

Faculty Supervisor: Professor Monique Haughton

Number of Positions: Up to 3 in each city

Credits: From 4 to 6

Requisition Number: ES1439

**Approved Locations:** Ft. Lauderdale, Ft. Meyers, Jacksonville, Ocala, Orlando and Tampa. This externship may qualify for the Criminal Law Certificate Program. Students will assist federal public defenders through pre-trial preparation and hearings, trial, appeals and certiorari proceedings. Students will develop legal research and writing skills, learn investigation skills, how to organize and manage a caseload, prepare for trial, interviewing and counseling skills trial skills, and how to research, write and argue motions and appellate briefs. Applicants must demonstrate superior legal research and writing abilities. **Note:** In your cover letter, please list in preference order, all of the cities that you would be willing to accept a position in. Do not list a city unless you would work there. City preference is not guaranteed. **Required:** Criminal Law and/or Criminal Procedure

### Office of the Public Defender, Ft. Lauderdale

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 3

Credits: From 2 to 6

This externship may qualify for the Criminal Law Certificate Program. Students will be assigned to Felony, Misdemeanor, Juvenile, Drug Court and Mental Health Court divisions of the Public Defender's Office. Students

will get extensive experience by conducting client interviews, research and writing, assisting in the investigation of a case, attending depositions, contacting potential defense witnesses and observing courtroom procedures. **Required:** Students must work a minimum of 20 hours per week for a minimum of 6 weeks. **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](mailto:internship@browarddefender.org) Type "Volunteer Summer Intern 2014" in the subject line of your email. **Note:** The office receives more resumes than they have openings. There is no interview process. If you submit a resume and later have a change in plans, notify the office immediately. Students accepted will be notified in mid-April.

## Office of the Public Defender, Gainesville

Faculty Supervisor: Professor Monique Haughton

Number of Positions: Up to 5

Credits: From 2 to 6

Requisition Number: ES1440

This externship may qualify for the Criminal Law Certificate Program. Students will accompany assistant public defenders to court appearances in felony, misdemeanor, juvenile and traffic divisions. Students will attend client interviews, arraignments, first appearances, plea negotiations, and depositions. Students will be assigned a variety of research, writing, and drafting tasks. **Preferred:** Criminal Procedure and/or Evidence preferred

## Office of the Public Defender, Kissimmee & Orlando

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 5

Credits: From 2 to 6

This externship may qualify for the Criminal Law Certificate Program. Students will be exposed to the real world of criminal defense in the Ninth Judicial Circuit, which is one of the busiest in Florida with over fifty thousand criminal cases filed in 2013. Components of this externship include; legal research and writing (motions, writs, appeals, etc.), jail visits, phone calls, helping with investigations, and observing court. **Note:** The Orlando Public Defender's office summer program begins on Monday, May 19, 2014. The office requires that everyone start on the same day in order to have one group training session. The office requires a minimum commitment of 6 weeks, with at least 20 hours a week. Office hours are 8:30-5, Monday through Friday. (UF Law requires 8 weeks unless previously approved). Students may work in the location of their choice, but are welcome to move around between the four court locations to get exposure to all aspects of the court system.

- 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, located south of downtown Orlando.
- 3) The BRC at Orange County Jail– deals with initial appearances and some in-jail probation violations. Located southwest of downtown Orlando at the Orange County Jail in the Booking Release Center.
- 4) Osceola – all divisions (county, circuit, juvenile, VOP, jail) for Osceola County, located at the Osceola Courthouse in Kissimmee

**To Apply:** Email a resume, a cover letter and a completed [Application for Employment Form](#) to: Angie Schmitt, [aschmitt@circuit9.org](mailto:aschmitt@circuit9.org). In your cover letter state why you are interested in volunteering with the Orlando Public Defender's office. **Address cover letter to:** Mr. Robert Wesley, Public Defender, Ninth Judicial Circuit, 435 N. Orange Ave., Ste. 400, Orlando, FL 32801

## Office of the Public Defender, Miami

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 3 in each city

Credits: From 2 to 6

This externship may qualify for the Criminal Law Certificate Program. Students provide litigation support to the legal staff and are assigned to the Early Representation/Bond Hearing Unit, as well as the Adult Felony, County and Juvenile Divisions of the Public Defender's Office where they get extensive experience by conducting client interviews, research and writing, assisting in the investigation of a case, attending depositions, contacting potential defense witnesses and observing all courtroom procedures. Occasionally, students are assigned to the Capital Litigation Unit and the Civil Mental Health Unit. **Preferred:** Criminal Procedure and/or Evidence. **To Apply:** Email a cover letter and resume to Kevin Hellmann, Director of Training and Professionalism, at [khellmann@pdmiami.com](mailto:khellmann@pdmiami.com) or mail documents to: Law Offices of the Public Defender Eleventh Judicial Circuit of Florida, 1320 NW 14th St., Miami, FL 33125

## Office of the State Attorney, Criminal Division, Gainesville

Faculty Supervisor: Professor Bob Dekle

Number of Positions: Up to 6

Credits: From 2 to 6

Requisition Number: ES1441

This externship may qualify for the Criminal Law Certificate Program. 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. Student 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 Authorization and Extern Information Form](#). **Note:** Additional requirements for the State Attorney's Office Criminal Law 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 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, Ft. Lauderdale & Ocala

Faculty Supervisor: Professor Bob Dekle

Number of Positions: Up to 3 positions in each city

Credits: From 2 to 6

This externship may qualify for the Criminal Law Certificate Program. 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. Student will also assist with trial preparation tasks, such as witness preparation and preparation of tangible evidence. Selected students must demonstrate superior legal research and writing abilities. **Note:** Students applying for Attorney's Offices should speak with the Faculty Supervisor, Profess Dekle upon application.

### ***Ft. Lauderdale State Attorney's Office Application Instructions***

Students must apply both on-line (Gator Jobs) and directly to 17<sup>th</sup> Judicial Circuit State Attorney's Office. Email a cover letter, resume and a completed [State of Florida Employment Application](#) to:

[CBerkowitz@sao17.state.fl.us](mailto:CBerkowitz@sao17.state.fl.us), State Attorney's Office, Training Division, 201 S.E. 6th Street, Rm. 675, Ft. Lauderdale, FL 33301

### ***Ocala State Attorney's Office Application Instructions***

Students must apply both on-line (Gator Jobs) and directly to 5<sup>th</sup> Judicial Circuit State Attorney's Office. Email a cover letter, resume, writing sample and two letters of recommendation to: [bkruzick@circuit5.org](mailto:bkruzick@circuit5.org), 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 2014 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](#).

### **Office of the State Attorney, Various Locations, FL**

Faculty Supervisor: Stacey Steinberg

Number of Positions: Varies

Credits: From 2 to 6

**Approved Locations:** Daytona Beach, DeFuniak Springs, Ft. Myers, Ft. Pierce, Jacksonville, Miami, Orlando, Palatka, St. Augustine, Stuart, Tampa, Vero Beach & West Palm Beach. This externship may qualify for the Criminal Law Certificate Program. 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. Student will also assist with trial preparation tasks, such as witness preparation and preparation of tangible evidence. Selected students must demonstrate superior legal research and writing abilities. **To Apply:** Students must apply directly to the individual offices for these cities.

### **U.S. Attorney's Office, Middle & Northern Districts, Various Locations, FL**

Faculty Supervisor: Professor Michael Seigel

Credits: From 3 to 6

This externship may qualify for the Criminal Law Certificate Program. Students will assist with legal work for the United States Attorney's Office. The office has Civil, Criminal, and Appellate Divisions. Students will conduct legal research, write legal memoranda, draft pleadings, and assist in trial preparation. Opportunities to observe hearings, trials, and arguments will be made available. **College of Law Requirements:** Completion of a weekly journal during the course of the externship designed to cause reflection on the field experience is required. Two seminar meetings, one prior to the start of the externship and one at the conclusion of the externship are required. Completion of an exercise designed to cause reflection on the field experience is required prior to the second class. A scholarly paper of 12-15 pages on a topic of federal law, ethics or procedure is required. The paper is due no later than the last day of classes of the following semester (except for graduating seniors). **USAO Requirements:** Must be United States citizen. In addition to other application materials, students must submit completed a [USAO Pre-Interview Questionnaire Form](#). **Background Investigation:** Selected students must pass a required background check due to the nature of the work performed at the USAO.

### ***Middle District United States Attorney's Office Application Instructions***

**Middle District - Number of 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, 2014 **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](mailto:usaflm.law.intern@usdoj.gov). **Note:** If selecting Tampa, indicate 1<sup>st</sup> and 2<sup>nd</sup> 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 Application Instructions***

**Northern District - Number of Positions:** Up to 2 in each office: Tallahassee, Gainesville and Pensacola

**Application Deadline:** February 28, 2014 **To Apply:** Email (as one file), cover letter stating preferred externship location (indicate only one city choice) including email address and daytime telephone number; resume; transcript, including GPA (can be unofficial transcript); legal writing sample and completed [USAO Pre-Interview Questionnaire Form](#) to: Julie Barnes, [barnes@law.ufl.edu](mailto:barnes@law.ufl.edu). Include in the subject line of the email "USAO Externship". **Address cover letter to:** Pamela C. Marsh, United States Attorney, United States Attorney's Office, Northern District of Florida, 111 North Adams Street, 4<sup>th</sup> Floor, Tallahassee, FL 32301.

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

Faculty Supervisor: Professor Stacey Steinberg

Credits: From 3 to 6

Number of Positions: Up to 5

This externship may qualify for the Criminal Law Certificate Program. The USAO for the Southern District of Florida is responsible for investigating and prosecuting federal crimes and representing the United States in civil matters in the district. The office also represents the United States in appeals before the U.S. Circuit Court of Appeals for the Eleventh Circuit. Students will be assigned to the Civil or Criminal Divisions of the office. Students will assist AUSA's with a variety of matters such as trial preparation and legal research and drafting of court pleadings suitable for filing in the U.S. District Court. **To Apply:** Email (as one file) cover letter stating preferred externship location(s) include in cover letter email address, daytime telephone number and dates of availability; resume; transcript, including GPA (can be unofficial transcript); legal writing sample and completed [USAO Pre-Interview Questionnaire Form](#) to: [usafpls.internprogram@usdoj.gov](mailto:usafpls.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:** Wifredo A. Ferrer, United States Attorney, United States Attorney's Office, Southern District of Florida, 99 N.E. 4th Street, Miami, FL 33132

## ***Domestic Violence***

### **Intimate Partner Violence Assistance Clinic (IPVAC), Shands Teaching Hospital, Gainesville**

Faculty Supervisor: Professor Teresa Drake

Number of Positions: Up to 4

Credits: From 2 to 6

Requisition Number: ES1442

This externship may qualify for the Family Law Certificate Program. 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 George Dekle

Number of Positions: Up to 4

Credits: From 2 to 6

Requisition Number: ES1443

This externship may qualify for the Family Law Certificate Program. Students will work with State Attorneys, who prosecute domestic violence cases. 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

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1444

This externship may qualify for the Family Law Certificate Program. 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*

### Audubon Florida, Miami

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1445

This externship may qualify for the Environmental Law Certificate Program. 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 preferred.

## Central American Free Trade Agreement, CAFTA-DR, Guatemala

Faculty Supervisor: Professor Tom Ankersen

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1446

This externship may qualify for the Environmental Law Certificate Program. CAFTA-DR is a free trade and investment agreement between the U.S., the Dominican Republic, and the Central American countries of Guatemala, Costa Rica, El Salvador, Nicaragua, and Honduras. The student will work with the Secretariat for Environmental Matters. The student will receive meaningful work assignments and interact with the field supervisor and Secretariat staff on a regular basis. The work assignments will serve the legal and policy needs of the Secretariat, which is primarily responsible for receiving and reviewing citizen petitions under the DR-CAFTA Trade Agreement. The Secretariat is also responsible for outreach related to the citizen submission process. **Preferred:** Spanish is a plus but not required. Completion of Trade & the Environment and/or participation in the Costa Rica Summer Program.

### Center for Biological Diversity, St. Petersburg

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1147

This externship may qualify for the Environmental Law Certificate Program. 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 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 preferred.

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

Faculty Supervisor: Professor Tom Ankersen

Number of Positions: Up to 3

Credits: From 4 to 6

This externship may qualify for the Environmental Law Certificate Program. Applications are accepted on a rolling basis for fall, spring and summer internships. Responsibilities include researching and writing about areas of international law and policy; assisting with policy analysis and advocacy; attending meetings and conferences; assisting with the production of CIEL publications; and otherwise working closely with CIEL staff on various projects. This 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 are preferred. **To Apply:** Email a cover letter, resume, and short writing sample to [info@ciel.org](mailto: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, Various Locations, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2 in each city

Credits: From 4 to 6

Requisition Numbers: Brevard County, Melbourne: ES1448  
Orange County, Orlando: ES1450  
Seminole County, Sanford: ES1452

Broward County, Ft. Lauderdale: ES1449  
Pasco County, New Port Richey: ES1451

This externship may qualify for the Environmental Law Certificate Program. 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.

## EarthJustice, Tallahassee

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: ES1453

This externship may qualify for the Environmental Law Certificate Program. 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 two to five 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).

## Environmental Law Alliance Worldwide, Eugene, OR

Faculty Supervisor: Professor Tom Ankersen

Number of Positions: Up to 2

Credits: From 2 to 6

**Application Deadline:** February 25, 2014. This externship may qualify for the Environmental Law Certificate Program. 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](mailto:summerlaw@elaw.org).

## Environmental Protection Commission, Hillsborough County, Tampa

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1454

This externship may qualify for the Environmental Law Certificate Program. 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

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1455

This externship may qualify for the Environmental Law Certificate Program. 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 Tom Ankersen

Number of Positions: Up to 2

Number of Credits: From 2 to 6

Requisition Number: ES1456

This externship may qualify for the Environmental Law Certificate Program. 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. Specific assignments will be dictated by the priorities of the field supervisor. **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

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1457

This externship may qualify for the Environmental Law Certificate Program. 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

Number of Positions: 1

Credits: 6

Requisition Number: ES1458

This externship may qualify for the Environmental Law Certificate Program. 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 Tom Ankersen

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1459

This externship may qualify for the Environmental Law Certificate Program. The student will receive meaningful work assignments and interact with the field supervisor and FIND staff on a regular basis. The 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 students with an expressed interest in marine and coastal law and policy.

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

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: ES1460

This externship may qualify for the Environmental Law Certificate Program. 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

Number of Positions: Up to 2

Credits: 6

Requisition Number: ES1461

This externship may qualify for the Environmental Law Certificate Program. 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

Number of Positions: 1

Credits: 6

Requisition Number: ES1462

This externship may qualify for the Environmental Law Certificate Program. 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

Number of Positions: 1

Credits: 6

Requisition Number: ES1463

This externship may qualify for the Environmental Law Certificate Program. Florida is divided into five water management districts to preserve and manage Florida's water resources. 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. Student 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 Law or Natural Resources Law and either Administrative Law or Florida Administrative Law (may be waived by faculty supervisor).

## Surfrider, San Clemente, CA

Faculty Supervisor: Professor Tom Ankersen

Number of Positions: Up to 2

Credits: From 4 to 6

This externship may qualify for the Environmental Law Certificate Program. 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 our ongoing campaigns. The program covers a diverse range of issues affecting our beaches from the Public Trust Doctrine to the Clean Water Act, and is a wonderful opportunity for law students dedicated to coastal law and policy. **Required:** Students will be expected to work 40 hours per week for the duration of the summer. **Preferred:** Qualified candidates will possess 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 cover letter detailing your interest and experience, resume, transcript and writing sample via email to Angela Howe at [ahowe@surfrider.org](mailto:ahowe@surfrider.org)

## The Nature Conservancy, Altamonte Springs

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: ES1464

This externship may qualify for the Environmental Law Certificate Program. 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, Various Locations

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2 in each city

Credits: From 4 to 6

**Approved Locations:** Washington, DC & Atlanta, GA. This externship may qualify for the Environmental Law Certificate Program. 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 – Application Deadline:** March 1, 2014. **To Apply,:** Email a resume, cover letter, and writing sample to: Kevin Beswick, [beswick.kevin@epa.gov](mailto:beswick.kevin@epa.gov) United States Environmental Protection Agency, Region 4, Office of Environmental Accountability, Sam Nunn Atlanta Federal Center 61 Forsyth Street, S.W. Atlanta, GA, 30303-8960. For more information see the EPA internship web site for Atlanta: <http://www.epa.gov/region4/ead/general/jobs.html#intern>.

**Washington - Application Deadline:** February 20, 2014. **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](mailto:OECALawInternProgram@epa.gov). Positions are competitive! State your case clearly. Tell them what you have accomplished in college or in law-related or environmental internships. For more information see the EPA internship web site: [Student Honors Law Clerk Program in the Office of Enforcement and Compliance Assurance](#). **Note:** You must state your name in the subject line of all email submissions to this office. **Additional Locations:** The EPA has a diverse intern/externship program. For a full list of EPA agencies, including location and application deadlines, see the EPA website at: <http://www.epa.gov/careers/internships/legal/>.

## Federal Government

### Office of Government Information Services, Washington, DC

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: Up to 2

Credits: 6

**Application Deadline:** February 1, 2014. The Office of Government Information Services (OGIS), within the National Archives and Records Administration, as a government-wide ombudsman of the Freedom of Information Act. Students can expect to provide significant contributions to projects associated with the office's major mission areas: reviewing agency compliance with FOIA and recommending policy changes to Congress and the President to improve FOIA administration; mediating disputes between FOIA requesters and Federal agencies. Students responsibilities include: Legal and general research and writing; assist with research on OGIS mediation cases and in drafting advisory opinions, memos and correspondence; assist in drafting documents such as the OGIS report on FOIA compliance and dispute resolution; recommendations to Congress and the President; and OGIS external guidance; OGIS training: help facilitate OGIS dispute resolution skills training sessions with participants from federal agencies. 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](mailto:ogis@nara.gov) or mail it to: OGIS, 8601 Adelphi Road, College Park, MD 20740.



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

Faculty Supervisor: Professor Jason Nance

Number of Positions: Up to 2

Number of Credits: From 3 to 6

**Application Deadline:** February 1, 2014. OCR is a Federal civil rights enforcement agency that has jurisdiction to investigate complaints of alleged discrimination based on race, color, national origin, sex, age, and disability against institutions that receive Federal financial assistance from the Department and certain public entities. OCR's mission is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights. **To Apply:** Email a resume, cover letter, and unofficial transcripts to: Ebony Calloway-Spencer, Esq., [Ebony.Calloway-Spencer@ed.gov](mailto:Ebony.Calloway-Spencer@ed.gov).

## U.S. Department of Housing and Urban Development (HUD), Office of General Counsel, Jacksonville

Faculty Supervisor: Professor Mark Fenster

Number of Positions: 2

Credits: From 4 to 6

Requisition Number: ES1465

Students will learn how to provide legal advice and counsel within a federal agency. 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 (i.e. CDBG and HOME 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. **Required:** Must be a U.S. citizen. **Address cover letter to:** Ingrid Suarez Osborn, Associate Regional Counsel, Office of the General Counsel, U.S. Department of Housing and Urban Development, 400 W. Bay St., Suite 1015, Jacksonville, FL 32202

## U.S. Department of Housing and Urban Development (HUD), Office of General Counsel, Washington, DC

Faculty Supervisor: Professor Mark Fenster

Number of Positions: Up to 2

Credits: From 5 to 6

**Application Deadline:** February 15, 2014. Students will learn how to provide legal advice and counsel within a federal agency while serving as an integral member of a staff of seven attorneys and one paralegal. Students will perform legal research, draft opinions, review documents, prepare for litigation, meet with clients, and assist in advising program managers and senior attorneys. Students will gain substantive knowledge in general administrative law, appropriations law, the Freedom Information Act, the Privacy Act, environmental law, historic preservation, the grants process, labor law and agreements between federal agencies. **Required:** Administrative Law **Preferred:** background in property, housing, urban planning, land use, environmental law, labor law, and/or historic preservation. **To Apply:** Email a cover letter, resume, unofficial transcript and writing sample to: Professor Mark Fenster, [fenster@law.ufl.edu](mailto:fenster@law.ufl.edu) (application materials in a single PDF document is preferred). Include in the subject line of the email "HUD Externship".

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

Faculty Supervisor: Elizabeth Lear

Number of Positions: Up to 4

Credits: 6

**Application Deadline:** March 12, 2014. Applications are reviewed on a rolling basis. The Torts Branch, Aviation and Admiralty Section handles aviation and maritime accident cases and claims. Clients include the Federal Aviation Administration (FAA), the Army Corps of Engineers, the Coast Guard, the Navy, the Maritime Administration, the Transportation Security Administration, and the 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](mailto:jill.rosa@usdoj.gov). **Note:** The Department of Justice has a diverse intern/externship program. For a full list of DOJ agencies, including location and application deadlines, see the DOJ website: <http://www.justice.gov/careers/legal/students.html>.

## U.S. House of Representatives, Committee on the Judiciary, Washington, DC

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 2

Credits: 6

**Application Deadline:** March 15, 2014. 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](mailto:hjc_republicanintern@mail.house.gov) or send by mail to: Intern Coordinator, House Judiciary Committee, 2138 Rayburn House Office Building, Washington, DC 20515 **Note:** Interested candidates should be aware that there is a Majority (Republican) and a Minority (Democrat) office within the committee. Applicants are strongly encouraged to apply with the office which most appropriately reflects their political views. Those interested in interning for the Minority, can find their contact information on the link "[Minority Website](#)".

## Internal Revenue Service, Jacksonville

Faculty Supervisor: Professor Danny Sokol

Number of Positions: Up to 2

Credits: From 3 to 5

**Application Deadline:** February 22, 2014. The IRS is the U.S. government agency responsible for tax collection and tax law enforcement. The agency is a bureau of the Department of the Treasury. 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:** submit a cover letter, resume, unofficial transcript, [IRS Declaration Form](#), [IRS Application Form](#) (omit social security number) and 5 to 10 page writing sample. **To apply for the Jacksonville office:** submit applications via email to [lauren.b.epstein@irscounsel.treas.gov](mailto:lauren.b.epstein@irscounsel.treas.gov). In the subject of your email indicate "Externship Application-Summer 2014". 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. Externships in field offices other than Jacksonville will be treated as new externships and must go through the approval process. For information regarding additional IRS locations <http://jobs.irs.gov/student/occ-locations.html>. **To apply for locations other than Jacksonville:** email application documents to [attyapplications@irscounsel.treas.gov](mailto:attyapplications@irscounsel.treas.gov). Indicate city choice(s) in your cover letter.

## Health Care Law

### U.S. Department of Veterans Affairs, Office of Regional Counsel, Gainesville

Faculty Supervisor: Professor Margaret Temple-Smith

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1466

Students will obtain valuable experience in a wide range of legal areas that are commonly encountered in a large teaching/research hospital. This externship will provide particular focus in the practice of labor/employment law, general litigation, and tort law. The work will include: research, writing, drafting, assisting in litigation preparation, 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, alternate dispute resolution sessions, and other judicial proceedings.

### Miami Dade County Health Department, Miami

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: Up to 2

Credits: From 2 to 6

The State of Florida's 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 along with 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), as well as prosecute other facilities that endanger the health, safety and welfare of their clients or residents. The Legal Office also is responsible for traditional areas of practice, such as civil litigation, client counseling, and appellate practice, as well as 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. **To Apply:** Mail application materials to the Miami Dade Health Department. **Address cover letter to:** Heather Beaton, Esq. Chief Legal Counsel, 1350 NW 14 Street, Miami, FL 33125.

## Shands Legal Services, Gainesville

Faculty Supervisor: Professor Leslie Knight

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1467

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.

## University of Florida, J. Hillis Miller Health Science Center, Self-Insurance Program, Gainesville

Faculty Supervisor: Professor Jason Nance

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1468

The Florida Board of Governors Self Insurance Programs (SIP) focus on providing vigorous protection to their participating health care providers, while at the same time partnering with them to provide excellent 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.

## *Higher Education Law*

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

## Duval County School Board, Jacksonville

Faculty Supervisor: Professor Jason Nance

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1469

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.

## Miami Dade College, Office of Legal Affairs, Miami

Faculty Supervisor: Professor Jason Nance

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1470

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.

### Santa Fe College, Office of the General Counsel, Gainesville

Faculty Supervisor: Professor Silvia Menendez

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1471

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.

### University of Florida Foundation, Inc., Gainesville

Faculty Supervisor: Professor Silvia Menendez

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1472

The student will gain valuable, hands on experience in the practice of law in a non-profit corporate setting. The student will learn about the specific challenges and issues presented to a large university foundation, including the administration of grant agreements, negotiation of contracts, internal corporate issues, and gifts from estates and trusts. Attorneys at the Foundation practice in the areas of real estate planned giving, estates and trusts, contracts, corporations, and taxation. The student will have the opportunity to review contracts, real estate conveyances and sales, estate plans, and gift agreements. **Required:** Applicants must provide the name and contact information of 2 references in addition to other documents.

### University of Florida, Office of Student Legal Services, Gainesville

Faculty Supervisor: Professor Silvia Menendez

Number of Positions: 1

Credits: From 2 to 6

Requisition Number: ES1473

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.

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

Faculty Supervisor: Professor Jason Nance

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1474

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.

## *Human Rights Law*

### Innocence Project of Florida, Tallahassee

Faculty Supervisor: Professor Meshon Rawls

Number of Positions: Up to 4

Credits: From 2 to 6

Requisition Number: ES1475

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

Number of 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.

## *Immigration Law*

### Americans for Immigrant Justice, Miami

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 3

Number of Credits: From 4 to 6

**Application Deadline:** February 25, 2014. 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](mailto:info@aijustice.org) or mail to: AI Justice Internships, 3000 Biscayne Blvd., Suite 400, Miami, Florida 33137.

## U.S. Department of Justice, Executive Office for Immigration Review, Immigration Court, Orlando

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 2

Number of Credits: From 4 to 6

**Application Deadline:** March 1, 2014. Applications are considered on a rolling basis, and a final determination may be made before this date. The intern/externship offers an excellent opportunity to develop research and writing skills as well as an understanding of immigration law and procedure as it relates to removal and deportation issues. 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. In addition, interns will observe a variety of matters brought before the Court. Interns will work under the supervision of the Court's Attorney Advisors but will regularly interact with the individual judges. **Preferred:** Prior knowledge of immigration law is not required but highly recommended. **Required:** Strong legal research and writing skills are required. **Address cover letter to:** Kathleen Schulman, Judicial Law Clerk, U.S. Department of Justice, Executive Office for Immigration Review, Orlando Immigration Court, 3535 Lawton Road, Suite 200, Orlando, FL 3280 **To Apply:** send application materials via email to [Kathleen.Schulman@usdoj.gov](mailto: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. Department of Homeland Security, U.S. Immigration & Customs Enforcement, Orlando

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 4

Credits: From 4 to 6

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. **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. **Required:** Must be U.S. Citizen and be in top 50% of class. **To Apply:** Application information is not yet available for this position. Information will be emailed to students when it is received.

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

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 4

Credits: From 4 to 6

**Application Deadline:** February 21, 2014. 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](mailto:Richard.C.Jurgens@ice.dhs.gov) and [Margaret.E.Nocero@ice.dhs.gov](mailto: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 May 27, 2014 to August 1, 2014 (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*

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

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: Up to 3

Credits: 6

**Application Deadline:** February 1, 2014. This externship may qualify for the Intellectual Property Certificate Program. See the individual Judge's postings for application deadlines. The United States Court of International Trade, established under Article III of the Constitution, has nationwide jurisdiction over civil actions arising out of the customs and international trade laws of the United States. **To Apply:** Students must apply to individual judges. For specific opportunities with individual judges, please consult the hiring policies delineated by the judges on their respective pages of this site: <http://www.cit.uscourts.gov/Judges/index.html>.

### U.S. Patent and Trademark Office, Alexandria, VA

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: Up to 3

Credits: 6

**Application Deadlines:** Cut-off dates will occur on 02/04/14; and 03/03/14 at 11:59 PM. This externship may qualify for the Intellectual Property Certificate Program. The USPTO is responsible for granting US intellectual property rights for patents and trademarks and providing inventors exclusive rights over their discoveries. Students will research and review patent applications, brief management officials on technology content, devise search strategies, draft non-final office actions, conduct prior art searches, propose an engineering position based on findings, and formulate a written legal position dealing with a range of issues from intellectual property to



drafting positions on petition decisions. **Note:** This is an 8-10 week summer program. There will be two entry on duty dates, one on May 27, 2014, and the other on June 9, 2014. You will be notified of your entry on duty date if you are selected and made a formal offer to participate. **Required:** Must be a US citizen. **To Apply:** Apply on-line at <https://www.usajobs.gov/GetJob/ViewDetails/356925600>. 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. In addition, applicants must email a copy of application documents to Professor Rowe, [rowe@law.ufl.edu](mailto:rowe@law.ufl.edu).

## World Intellectual Property Organization, New York, NY

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: Up to 3

Credits: 6

Requisition Number: ES1477

This externship may qualify for the Intellectual Property Certificate Program. Students will work as externs in WIPO's New York Office, located in the United Nations Building. WIPO is an international organization that administers most of the principal international treaties relating to patents, copyright, trademarks, and other forms of intellectual property (IP). Students will work on a variety of IP-related projects and have access to internal UN meetings, to take notes and draft reports for forwarding to the Geneva Headquarters. **Required:** Completion of at least one IP course, preferably Copyrights, Patents or Trademarks

## Local Government Law

### Gainesville Regional Utilities, Office of the General Counsel, Gainesville

Faculty Supervisor: Professor Mark Fenster

Number of Positions: Up to 2

Credits: From 3 to 6

Requisition Number: ES1478

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 3<sup>rd</sup> year law students.

### Office of the City Attorney, Gainesville

Faculty Supervisor: Professor Mark Fenster

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1479

Students will assist in the variety of practice areas handled by the City Attorney's Office. Students must attend an 8 hour tutorial and assemble a portfolio of assigned work to be reviewed as requested by the faculty supervisor. Students will be interviewed by the supervising attorney and will be responsible for developing a mutually agreeable work schedule prior to the beginning of the externship. The faculty and field supervisors and student will conduct a pre-placement orientation by phone prior to the first week of the externship. **Preferred:** Successful completion of Legal Research & Writing and 3<sup>rd</sup> year law students

## Office of the City Attorney, Palm Bay

Faculty Supervisor: Professor Mark Fenster

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1480

Students will assist in the variety of practice areas handled by the City Attorney's Office. Students must attend an 8 hour tutorial and assemble a portfolio of assigned work to be reviewed as requested by the faculty supervisor. Students will be interviewed by the supervising attorney and will be responsible for developing a mutually agreeable work schedule prefaced upon the needs of the department and student's class scheduled prior to the beginning of the externship. **Required:** Successful completion of Legal Research & Writing

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

Faculty Supervisor: Professor Deb Cupples

Number of Positions: 1 in each office

Credits: 2      Requisition Numbers: Alachua County, Gainesville: ES1481      Levy County, Bronson: ES1482

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, St. Johns County, St. Augustine

Faculty Supervisor: Professor Mark Fenster

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1483

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. Students must attend an 8 hour tutorial and assemble a portfolio of assigned work to be reviewed as requested by the faculty supervisor. **Required:** Successful Completion of Legal Drafting and at least a 2.8 GPA

## Additional Approved City and County Attorney Offices, Various Locations, FL

The following City and County Attorney offices are approved externship sites. Students must apply directly to the individual office.

City Attorney's Offices: Key West, Jacksonville, Tallahassee

County Attorney's Offices: Bay County (Panama City) Flagler County (Bunnell), Osceola County (Kissimmee), Monroe County (Key West)

Positions with City and County Attorney's offices not listed may be considered for new externships. See guidelines in the "Requirements for Creating New Externships" in the first section of this guide for applicable rules and procedures. Positions will be considered on a case by case basis and approval is not guaranteed.

# Public Interest and Civil Rights Law

## Agency for Persons with Disabilities (APD), Gainesville & Marianna

Faculty Supervisor: Meshon Rawls

Number of Positions: 2

Credits: From 2 to 6

Requisition Numbers: Gainesville: ES1484 Mariana: ES1485

The Agency for Persons with Disabilities is tasked with serving the needs of Floridians with developmental disabilities. Students will draft pleadings, conduct pre-hearing discovery, prepare cases for hearing, and assist in hearings before the Division of Administrative Hearings, in connection with challenges to decisions made by APD regarding service denials, eligibility denials, and tier assignments for developmentally disabled persons receiving community-based services. **Required:** Successful completion of Evidence. Administrative Law is recommended. **Note:** The Gainesville office is located on the campus of Tacachale, at 1621 NE Waldo Rd.

## American Civil Liberties Union (ACLU), Various Locations, FL

Faculty Supervisor: Professor Margaret Temple-Smith

Number of Positions: Up to 3 in each office

Number of Credits: From 2 to 6

**Approved Locations:** Jacksonville, Miami, Tampa, and Tallahassee **Application Deadline:** April 14, 2014. Applications are reviewed on a rolling basis. This externship will introduce students to civil liberties issues involving the death penalty, free speech, immigrants' rights, lesbian and gay rights, national security, racial justice, reproductive rights, voting rights and religious liberty. Students will conduct research, draft legal memoranda and assist with other aspects of ongoing litigation and/or appeals. **To Apply:** Email a cover letter, resume and unofficial transcripts to Layssa Zamora, be [lzamora@aclufl.org](mailto:lzamora@aclufl.org) **Address cover letter to:** Layssa Zamora, Internship Coordinator, ACLU of Florida, 4500 Biscayne Blvd. Suite 340 Miami, FL 33137. In your cover letter please indicate the city or cities you wish to be considered for in rank order. Students who are interested in applying for other Florida cities should also apply to Ms. Zamora.

## Florida Institutional Legal Services, Gainesville

Faculty Supervisor: Professor Meshon Rawls

Number of Positions: At least 2

Credits: From 2 to 6

Requisition Number: ES1486

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. The essay must be attached to the on-line application.

## Jacksonville Area Legal Aid, Jacksonville

Faculty Supervisor: Professor Margaret Temple-Smith

Number of Positions: Up to 4

Credits: From 2 to 6

Requisition Number: ES1487

Jacksonville Area Legal Aid, part of Legal Aid Services of Florida, provides free civil legal advice, representation and education to the disadvantaged in Jacksonville so as to improve the lifestyle and living conditions of the low income community and encourage self-sufficiency. 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.

## Legal Aid Service of Broward County, Miami

Faculty Supervisor: Professor Margaret Temple-Smith

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1488

Legal Aid Service of Broward County provides 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.

## Legal Services of North Florida, Ft. Walton, Pensacola & Tallahassee

Faculty Supervisor: Professor Margaret Temple-Smith

Number of Positions: At least 2 in each office

Credits: From 2 to 6

Requisition Numbers: Ft. Walton Beach: ES1489 Pensacola: ES1490 Tallahassee: ES1491

**\*Approved Locations:** Ft. Walton Beach, Pensacola and Tallahassee. Legal Services of North Florida provides free civil legal advice, representation and education to the disadvantaged in several cities throughout North Florida as to improve the lifestyle and living conditions of the low income community and encourage self-sufficiency. 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. See guidelines in the "Requirements for Creating New Externships" in the first section of this guide for applicable rules and procedures. Positions will be considered on a case by case basis and approval is not guaranteed. Website: <http://www.floridalegal.org/director.htm>

## Office of Equal Opportunity, Gainesville

Faculty Supervisor: Professor Margaret Temple-Smith

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1492

Students will work in a wide variety of areas including; Equal Employment Opportunity (EEO), Fair Housing, Minority Business Enterprise (MBE) programs, Affirmative Action (AA), Small Business Enterprise (SBE), and diversity initiatives related to growth and development of the City of Gainesville's workforce, and the

Gainesville community. Students will conduct legal research, draft memoranda, assist in the investigation of complaints of discrimination, violations of policies and assist with proposed ordinances.

### Southern Legal Counsel, Inc., Gainesville

Faculty Supervisor: Professor Deb Cupples

Number of Positions: Up to 3

Credits: From 2 to 6

Requisition Number: ES1493

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, General Services & Housing Divisions, Gainesville

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 2 for each division

Credits: From 2 to 6

Requisition Number: ES1494

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. 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). TRLS also provides legal advice for tenants on appropriate ways to seek repairs from landlords, challenge claims on security deposits, and get redress for illegal “self-help” evictions by landlords. **Note:** Please indicate in your cover letter if you are applying for the housing law division, the general services division, or both.

### Three Rivers Legal Services, General Services Division, Jacksonville

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 3 for each division

Credits: From 2 to 6

Requisition Number: ES1495

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. Students 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.

## Women's Sports Foundation, Jacksonville

Faculty Supervisor: Professor Jason Nance

Number of Positions: Up to 2

Credits: From 2 to 6

Requisition Number: ES1496

The Women's Sports Foundation was founded by Billie Jean King in 1974 for the purpose of advancing the lives of girls and women through sports and physical activity. This externship will be supervised by Nancy Hogshead-Makar, (3-time Olympic champion) whose focus at the Foundation is on providing access for girls and women in athletics, via civil rights and education law. The projects on which the extern may work could include researching Title IX compliance issues in high schools, colleges, conferences and the NCAA; assisting in the drafting of amicus briefs; and working on issues regarding protection for Olympic or club-level athletes against sexual harassment and sexual abuse.

## State Government Law

### Office of the Attorney General, Consumer Protection Division, South Florida Bureau

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 3 in each city

Number of Credits: From 4 to 6

**Locations:** Ft. Lauderdale, Miami & West Palm Beach **Application Deadline Extended:** April 10, 2014. Note: This deadline has been extended. Interviews will begin March 2 so it is best to apply as soon as possible. The Office of the Attorney General's Consumer Protection Division in Fort Lauderdale seeks 2L or 3L students (as well as LLM students) who have achieved academic success in law school with strong research skills who are eager to work collaboratively with a team of attorneys and investigators to prosecute consumer fraud through agency investigations and civil litigation in Florida state courts. Applicants for internships of 20 hours per week or for a period as prescribed by the college or school should submit (1) a cover letter detailing their interest, preferred location (FTL, MIA or WPB) and availability (hours and days per week), (2) resume, (3) unofficial transcript and (4) a writing sample via email at [Joe.Gentili@myfloridalegal.com](mailto:Joe.Gentili@myfloridalegal.com) and [Heidi.English@myfloridalegal.com](mailto:Heidi.English@myfloridalegal.com). **Address cover letter to:** Fulvio Joseph Gentili, Assistant Attorney General, Consumer Protection Division, Office of the Attorney General, 110 S.E. 6th St., Ft. Lauderdale, FL 33301

### Office of the Attorney General, Various Units & Locations, FL

Faculty Supervisor: Professor Stacey Steinberg

Number of Positions: Up to 2 in each city

Number of Credits: From 4 to 6

Website: <http://myfloridalegal.com/internship>

**\*Approved Locations:** Ft. Lauderdale, Jacksonville, Miami, Orlando, Tallahassee, Tampa St. Petersburg, & West Palm Beach **\*Approved Offices:** Criminal Justice Program, Solicitor General and Statewide Prosecution

**Application Deadline:** April 14, 2014. 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](mailto: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. **Note:** Students who accept positions in Florida Attorney General's offices not previously approved by the College of Law and would like the position to be considered for an externship must undertake the administrative requirements for creating a new externship. For more information regarding available intern/externships please see the Attorney General's web page at: <http://myfloridalegal.com/internship>

## ***Additional Forms & Application Documents***

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

***8th Judicial Circuit Court, Family Law Division – [8<sup>th</sup> Circuit Family Law Application](#)***

*Required for all 8<sup>th</sup> Judicial Circuit Court, Family Law Division externship applications*

***11th Judicial Circuit Court Complex Business Litigation Division – [Volunteer Program Application](#)***

*Required for all 11<sup>th</sup> Judicial Circuit Court, Miami externship applications*

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

*Required for all 13<sup>th</sup> 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 all IRS, Jacksonville 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 & Information Form](#)***

*Required for All 8<sup>th</sup> Judicial Circuit, Gainesville and 5<sup>th</sup> Judicial Circuit, Ocala State Attorney's Office externship applications*

***State Attorney's Office, 17th Judicial Circuit – [State of Florida Application Form](#)***

*Required for State Attorney's Office, 17<sup>th</sup> Judicial Circuit, Ft. Lauderdale externship applications*

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

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