



Spring 2016

Academic Externship Program Guide

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2016 Spring Externship Schedule

Wednesday, September 9	Spring Externship positions are available on the Careers at UF web site
Wednesday, September 30	Application deadline for Spring positions - listed on the Careers at UF web site. Students may apply on-line until midnight at https://jobs.ufl.edu .
Monday, October 19	Deadline for Faculty and Site supervisors to submit selections. Students are notified of selections as they come in.
Tues.-Thurs., November 3-5	Advanced Registration for Spring Term.
October/November	Informational Meeting for 2016 Summer Federal Judicial and early deadline externships, TBD room and time.
Monday, November 2	Deadline to submit proposals for new Externships to the Curriculum Committee
Tuesday, November 3	Deadline for students to accept or decline all outstanding Externship offers.
Note: Students are expected to accept or decline spring externship offers <u>promptly</u> after the offer is received.	
Friday, November 6	Homecoming Holiday
Wednesday, November 11	Veteran's Day Holiday
Monday, November 16	Last day Spring Externship positions will be advertised.
Tuesday, November TBD	<u>Mandatory</u> Externship Orientation Meeting at noon in room TBD.
Tuesday, November 24	Last Day of Fall Classes
November 30 – December 16	Reading/Exam Period
Mon. – Fri., January 4-8	Drop/Add
Monday, January 4	Spring Classes Begin
Mon. – Fri., Feb. 29-Mar. 4	Spring Break
Monday, April 18	Spring Classes End
Tues.-Thurs., Apr. 18-May 5	Reading/Final Exams

Additional externship opportunities not listed in this Program Guide will be advertised as they become available.

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 (Site Supervisor). Field work assignments are intended to meet the objectives of the externship location. To satisfy the academic component, students 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 time logs, and produces journals or other work products for the Faculty Supervisor's evaluation.

Program Requirements

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

Clinics & Certified Legal Interns

Students may not use their [Certified Legal Intern status](#) while participating in an externship. The level of supervision required by the Florida Supreme Court for a Certified Legal Intern is higher than the level of supervision required of a Site Supervisor. Also, to prevent potential conflict of interest issues, [students cannot participate in a clinic and an externship in the same semester](#).

Credit Information

Grading: Credit is awarded pass/fail by the Faculty Supervisor after all hours and assignments are completed. **Maximum Externship Credits:** 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. Students who earn 5 externship credits may not receive additional credits as the law school does not offer 1 credit externships. **Multiple Externships:** Students may work multiple externships. Students may not engage in more than one externship per semester without prior approval.

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

Fall & Spring Credits/Hours

(Based on semester dates - 14 weeks)

2 credits = 10 hours/week = 140 total hours

4 credits = 15 hours/week = 210 total hours

3 credits = 12 hours/week = 168 total hours

5 credits = 20 hours/week = 280 total hours

Financial Aid, Pro Bono/Community Service & Registration

Financial Aid: 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. **Pro Bono & Community Service:** Time worked beyond the required externship hours will be automatically applied to pro bono hours. There are 3 levels of pro bono and community service certificates: 35 hours (general), 70 hours (excellence), or 105 hours (outstanding achievement). Once a student has completed 105 pro bono hours, additional time will automatically be applied to community service hours. Hours are cumulative and certificates are awarded to 3L's near graduation. Additional hours must be approved by the Site Supervisor. **Registration:** Externships are considered a class for registration purposes. The Externship Coordinator working with Student Affairs will register students for externship credits. Students must pay for credits, just as they would for a class.

Non-Discrimination Policy & Externship Administration

Externship applicants are given equal consideration without regard to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinion or affiliation and veterans' status. The University of Florida Levin College of Law's Externship program has been created in compliance with ABA standards and is administered by the Dean of Academic Affairs and the Director of the Externship Program. The individual Faculty Supervisor is responsible for all decisions regarding grades and the academic component of the externship.

Extern Requirements

Student Extern Requirements

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

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

Faculty and Site 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 Site Supervisor must be an attorney licensed to practice law.

Faculty and Site 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 Site Supervisor. Orientation meetings required by the Faculty Supervisor may not be counted as time worked as they are considered as part of the academic requirement. **Issues externs should clarify during these meetings include:** Individual goals for the externship. Information regarding your direct Site Supervisor, how to get work assignments, your work space and 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); preferred working styles, long projects with few deadlines, or a fast-paced, multi-deadline environment; 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.

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; issues such as professional responsibility; what it means to be a lawyer in the context of the work you are doing; substantive law which you are working with, including specific comments about what you are learning. **Note:** Timely completion of work is a critical component of being a good lawyer. In this class, **your journals and time sheets are your lawyer's work.**

Professionalism & Confidentiality

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

Time Keeping Requirements

Externs are required to submit bi-weekly time sheets to Ms. Barnes in the Career Development office. This may require working extra days to make up for courthouse closings, etc. Externs cannot receive credit for time not worked. Required hours must be completed during the semester of the externship.

Examples of time that may be counted as part of externship hours worked include: Meetings with your Supervising Attorney or Judge, working lunches, meetings that you are required to attend and field trips. **Examples of time may not be counted as externship hours worked include:** 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 and non-working lunch periods.

Externship Evaluations & Grades

Evaluations: Externs and Site Supervisors are required to complete Externship Evaluation Forms at the end of the semester. Students will complete an evaluation of their externship experience. Site 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. **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.

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

Preparing Application Materials

Your cover letter and resume are very important tools when applying for any position. Your cover letter is your first (and best) chance to make a good impression. In many cases, your cover letter is considered as a writing sample. Take the same care writing your cover letter as you would a graded writing sample. Indicate what you expect to bring to the externship and your goals for the externship. Always sign your cover letter. Review your cover letter carefully before sending it. Never send a cover letter that contains a typographical error! There are several options available for you to obtain assistance with writing a good cover letter and resume. You may ask assistance from a counselor in the Center for Career Development, speak with the Externship Program Director, Professor Knight, or even ask another professor to review your application documents.

Applying for Externships – Careers at UF

Students must apply for externships listed in this Program Guide through the Careers at UF, on-line application system unless otherwise indicated.

To view Externship openings:

- Go to the Careers at UF homepage at <https://jobs.ufl.edu>.
- On the right hand panel of the page under the Work Type: Click the box for **Externship**.
- To view a specific position enter the designated Requisition Number in the box for **Job Search**

To apply for an externship position:

- Click on the title of the externship you wish to apply. Click on Apply Now. Follow the prompts to create an account and apply for the position.

Selection of Externs & Notification of Externship Offers

Application materials received by the deadline date will be reviewed by the Faculty and/or Site 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 Site 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 Site 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.

Creating New Externships

Requirements for Creating New Externships

New externship locations will be considered according to the Law School's established policies. Requirements for creating new externships include the following:

- The position 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. A faculty member must submit a new externship proposal to the Curriculum Committee. This faculty member will also supervise the externship. Approval is not guaranteed. If these procedures are not completed BEFORE the deadline date, the proposed externship will not be considered. The deadline to submit new externship proposals to the Curriculum Committee for the Spring 2016 semester is November 2, 2015.

Judicial Externships U.S. District Courts

Judicial Externship Acceptance Procedures

Students are permitted to submit applications for multiple externships, judicial as well as non-judicial. However, **judicial externships must be given priority**. If a judge or court offers you a position first, you must accept the judge/court'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**.

U.S. District Court Required Certifications & Position Description

Number of Positions: 1 per Judge

Credits: From 2 to 5

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. Students working in Federal Courts must be a U.S. Citizen.

Students working in U.S. District Courts 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.

U.S. District Court, Northern District, Gainesville

U.S. Magistrate Judge, Gary R. Jones

Requisition Number: EE150

Faculty Supervisor: Professor Deb Cupples

Address cover letter to: The Honorable Gary R. Jones, United States Magistrate Judge, Northern District of Florida, United States Court House, 401 SE First Avenue, Room 243, Gainesville, FL 32601.

Senior U.S. District Judge, Maurice Paul

Requisition Number: EE1502

Faculty Supervisor: Professor Jeff Davis

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., Room 243, Gainesville, FL 32601 **Note:** In your cover letter list all other externships for which you are applying and indicate your first choice. **Required:** Must work at least 15-20 hours weekly.

U.S. District Court, Middle District, Orlando & Ocala

U.S. District Judge, Anne C. Conway, Orlando

Requisition Number: EE1504

Faculty Supervisor: Professor Leslie Knight

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

U.S. Magistrate Judge, Philip R. Lammens, Ocala

Requisition Number: EE1503

Faculty Supervisor: Professor Stacey Steinberg

Address cover letter to: The Honorable Philip R. Lammens, United States Magistrate Judge, Middle District of Florida, Golden-Collum Memorial Federal Building & U.S. Courthouse, 207 NW 2nd St., Ocala, FL 34475.

U.S. Bankruptcy Courts, Multiple Locations

Requisition Number: EE1505

Faculty Supervisor: Professor Jeff Davis

Required: Successful completion of Creditors' Remedies & Bankruptcy is a requirement of this externship. Students write memoranda, draft judicial orders and observe courtroom proceedings in U.S. Bankruptcy Courts. 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. Positions are available in Tallahassee, Jacksonville, Tampa, Orlando, West Palm Beach Ft. Lauderdale and Miami.

Judicial Externships - State Circuit Courts

Number of Positions: Multiple

Credits: 2 to 5

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. 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.

3rd Judicial Circuit Court, Lake City

Requisition Number: EE15106

Faculty Supervisor: Professor Shani King

Students will work with Magistrate Judge Debbie DeNike and possibly other judges in the 3rd Circuit Court. **Address cover letter to:** Crystal Ecker, Esq., Trial Court Law Clerk, Third Judicial Circuit Court, 173 N.E. Hernando Avenue, Lake City, FL 32055.

5th Judicial Circuit Court, Ocala

Family Law Division

Requisition Number: EE1507

Faculty Supervisor: Professor Shani King

This externship may qualify for the Family Law Certificate Program. Students work as Judicial Clerks in the Family Law Division of the 5th 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.

8th Judicial Circuit Court, Gainesville

Civil & Appeals Court

Requisition Number: EE1512

Faculty Supervisor: Professor Henry Wihnyk

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

Criminal Court

Requisition Number: EE1509

Faculty Supervisor: Professor Patricia Thomson

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

Family Court

Requisition Number: EE1510

Faculty Supervisor: Professor Shani King.

This externship may qualify for the Family Law Certificate Program. Family court cases include juvenile dependency and delinquency, paternity, adoptions, name changes, domestic violence, and dissolution of marriage, including custody, visitation and support issues. **Required:** In addition to other application materials, students must submit a completed [8th Judicial Circuit Family Law Application form](#) **Address cover letter to:** Katherine Mockler, Staff Attorney, Alachua County Family & Civil Justice Center, 201 E. University Ave., Gainesville, FL 32601.

Probate Court

Requisition Number: EE1511

Faculty Supervisor: Professor Lee-ford Tritt

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

8th Judicial Circuit, Alachua County & Magistrate Judges, Gainesville

Number of Positions: Up to 2 with each Judge

Credits: 2 to 5

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

Alachua County Court Judge, Thomas M. Jaworski

Requisition Number: EE1508

Faculty Supervisor: Professor Patricia Thomson

Address cover letter to: The Honorable Thomas M. Jaworski

Alachua County Court Judge, Susan Miller-Jones

Requisition Number: EE15109

Faculty Supervisor: Professor Patricia Thomson

Address Cover Letter to: The Honorable Susan Miller-Jones

General Magistrate Judge, Kristine Van Vorst

Requisition Number: EE15107

Faculty Supervisor: Professor Patricia Thomson

Address Cover Letter to: The Honorable Kristine Van Vorst

Judicial Externships - State Appellate Courts

Florida Supreme Court, Tallahassee

Requisition Number: EE1515

Positions: 1

*Credits: *2 to 5*

Faculty Supervisor: Professor Jon Mills & Staff Attorney Tim McLendon,

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

Duties will include: reviewing and making recommendations on petitions for discretionary review, attorney discipline matters, and extraordinary writ petitions; conducting legal research and preparing memoranda on pending cases. Students will have the opportunity to attend oral argument, discuss cases with staff attorneys and the assigned justice, and assist in the drafting of orders or opinions. Externs will be awarded a certificate of recognition upon successful completion of the program.

Applicant Requirements:

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

Additional Requirements:

- Prior to the semester of the externship, students must complete an 8 hour tutorial to receive instruction on issues related to the work of the Florida Supreme Court, including Article V of the Florida Constitution, the Rules of Appellate Procedure.
- Students must have participated in Florida Constitutional Law (or comparable course) or plan to in the following semester. Students who register subsequently for Florida Constitutional Law (or comparable course) will be required to contribute to the instruction of the class. Selected students must produce a substantial 25 page paper on a topic relevant to the work or jurisdiction of the Fl. Supreme Court.

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

1st District Court of Appeal, Tallahassee

*Requisition Number: EE1514 Positions: Up to 2 Credits: *2 to 5 Faculty Supervisor: Professor Henry Wihnyk*

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.

Non-Judicial Externships

Children and Families

Children & Families Externships may qualify for the Family Law Certificate Program

Positions: Up to 3 per site Credits: From 2 to 5

Division of Children & Families, Office of the General Counsel, Gainesville

Requisition Number: EE1517 Faculty Supervisor: Professor Shani King

The General Counsel division of DCF, is responsible for adult protection from abuse/neglect/exploitation, public records and Sunshine Law issues, employment and human resource law; government procurement/grant approval, internal liability and risk litigation and appeals. Students will assist with a variety of tasks including but not limited to; legal research, preparation of memos, trial preparation, preparation of court reports/order and administrative hearing briefs. Students will shadow attorneys and attend client meetings and interviews. Students will take on responsibility commensurate with skill, including, public records redaction and production, assisting with trust and contract approval and other special projects as assigned. **Preferred:** a minimum of two – eight hours days per week.

Guardian ad Litem, 8th Judicial Circuit, Gainesville & Ocala

Requisition Number: Gainesville EE1518 Ocala: EE15103 Faculty Supervisor: Professor Shani King

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 & Lake City

Requisition Number: Gainesville EE1519 Lake City: EE15102 Faculty Supervisor: Professor Shani King

Three Rivers Legal Services is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients. 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

Positions: Up to 2 per site unless otherwise specified Credits: From 2 to 5

Digital Risk, Orlando

Requisition Number: EE1599 Faculty Supervisor: Professor Daniel Sokol

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 learn the inner workings of an in-house legal department. Legal Divisions include; In-House Affairs-students will engage in employment issues, including federal labor laws, contract drafting and review; Recovery Division-students will evaluate liabilities and remedies found within residential mortgage backed securities through forensic document review; Commercial Real Estate-students will analyze commercial backed security documents and conduct market analysis to expand the division's marketability.

Exactech, Inc., Gainesville

Requisition Number: EE1523

Faculty Supervisor: Professor Daniel Sokol

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 areas including, 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.

Infinite Energy, Inc., Gainesville

Requisition Number: EE1528

Faculty Supervisor: Professor Daniel Sokol

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. Established in 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.

Fidelity National Financial & Title Group, Jacksonville

Requisition Number: EE1524

Faculty Supervisor: Professor Daniel Sokol

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

HD Supply, Orlando

Requisition Number: EE1527

Faculty Supervisor: Professor Daniel Sokol

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.

CANCELED

RTI Surgical, Alachua

Requisition Number: EE15111

Faculty Supervisor: Professor Daniel Sokol

~~A global surgical implant provider, RTI Surgical is involved in the rapidly growing world of biotechnology and surgical implants. RTI continues to break new ground with developments that are changing regenerative medicine and the medical device industry. Students will work on various corporate and compliance projects.~~

Criminal Law

Criminal Law Externships may qualify for the Criminal Law Certificate Program

Positions: Up to 4 per site unless otherwise specified

Credits: From 2 to 5

Selected students will be subject to background investigation and fingerprinting and may be subject to financial and traffic investigations.

Florida Capital Resource Center (Regional), Ocala/Gainesville

Requisition Number: EE1538

Faculty Supervisor: Professor Jennifer Zedalis

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. The FCRC provides support to lawyers defending death cases statewide. This externship will be 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 State Attorney, 8th Judicial Circuit, Criminal Division, Gainesville

Requisition Number: EE1541

Faculty Supervisor: Professor Bob Dekle

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

Domestic Violence

Domestic Violence Externships may qualify for the Family Law Certificate Program

Positions: Up to 4 per site unless otherwise specified

Credits: From 2 to 5

Selected students may be subject to background investigation and fingerprinting and may be subject to financial and traffic investigations.

Intimate Partner Violence Assistance Clinic, Shands, Gainesville

Requisition Number: EE1542

Faculty Supervisor: Professor Teresa Drake

Students will have extensive exposure to domestic violence issues and the workings of an interdisciplinary team comprised of medical personnel, 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 Division, Gainesville

Requisition Number: EE1543

Faculty Supervisor: Professor Bob Dekle

Students will work with State Attorneys prosecuting 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:** Students must submit completed [Background Check & Information Form](#). This form must be attached to the on-line application as one document. **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

Requisition Number: EE1544

Faculty Supervisor: Professor Shani King

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. Students will gain experience in legal research, analysis, writing, and client interviewing and communication.

Environmental & Land Use Law

Environmental Law Externships may qualify for the Environmental Law Certificate Program

Positions: 1 unless otherwise specified

Credits: From 2 to 5

Alachua Conservation Trust, Gainesville

Requisition Number: EE1561 Faculty Supervisor: Professor Mary Jane Angelo Positions: Up to 2

Students will research and draft legal documents, including but not limited to conservation easements, deeds, memorandum of understanding, leases, organizational policies, gift agreements and title searches. Additional assignments include property, land owner, and government funding research related to acquisition, donation and conservation easement projects. Students may be involved in site inspections of targeted parcels. Students will engage land owners telephonically and through drafted correspondence.

Office of the County Attorney, Orlando

Requisition Number: EE1550 Faculty Supervisor: Professor Mary Jane Angelo

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.

Environmental Protection Commission, Hillsborough County, Tampa

Requisition Number: EE1554 Faculty Supervisor: Professor Mary Jane Angelo

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

Requisition Number: EE1555 Faculty Supervisor: Professor Mary Jane Angelo

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.

Public Trust Environmental Law Institute of Florida, Jacksonville

Requisition Number: EE1562 Faculty Supervisor: Professor Mary Jane Angelo

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

Requisition Number: EE1563

Faculty Supervisor: Professor Mary Jane Angelo

Florida's five water management districts preserve and manage Florida's water resources. The SJRWMD 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 or Natural Resources Law and either Administrative Law or Florida Administrative Law (may be waived by faculty supervisor).

Health Care Law

Credits: From 2 to 5

Shands Legal Services, Gainesville

Requisition Number: EE1567

Faculty Supervisor: Professor Leslie Knight Positions: Up to 2

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. **Address cover letter to:** Andrei Boyarshinov, Associate General Counsel, Shands Healthcare, 1600 SW Archer Road, Gainesville, FL 32610.

University of Florida, Health Center, Self-Insurance Programs, Gainesville

Requisition Number: EE1568

Faculty Supervisor: Professor Leslie Knight

Positions: 1

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. **Address cover letter to:** Randall C. Jenkins, Esq., Administrator, University of Florida, Self-Insurance Program, PO Box 112735, Gainesville, FL 32611-735.

Higher Education Law

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

Credits: From 2 to 5

Positions: 1 unless otherwise specified

Duval County School Board, Jacksonville

Requisition Number: EE1569

Faculty Supervisor: Professor Leslie Knight

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. **Preferred:** Successful completion of Legal Drafting. **Address cover letter to:** Karen Chastain, Chief of Legal Services, Duval County School Board, 1701 Prudential Drive, Jacksonville, FL 32207.

Santa Fe College, Office of the General Counsel, Gainesville

Requisition Number: EE1571

Faculty Supervisor: Professor Silvia Menendez

Positions: Up to 2

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 perform legal analysis and provide recommendations for resolving issues and may have the opportunity to attend meetings and judicial proceedings. **Preferred:** 3rd year students are preferred during spring and fall and 2nd or 3rd year students in summer. **Address cover letter to:** Patti Locascio, General Counsel, Santa Fe College, 3000 NW 83rd Street, Gainesville, FL 32606.

University of Florida Foundation, Gainesville

Requisition Number: EE1572 **Faculty Supervisor:** Professor Silvia Menendez **Positions:** Up to 2

The UF Foundation is the fundraising and gift fund management arm of the University of Florida. The Foundation is a non-profit, organization that also serves as fiduciary, taking care of gift assets to ensure they are used in accordance with donors' wishes. 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.

University of Florida, Office of Student Legal Services, Gainesville

Requisition Number: EE1573 **Faculty Supervisor:** Professor Silvia Menendez

Student Legal Services is a professional legal office that provides legal assistance to UF Students. The student will obtain valuable hands on experience in the practice of law in a professional office. 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.

Univ. of Florida, Office of the Vice President & General Counsel, Gainesville

Requisition Number: EE1574 **Faculty Supervisor:** Professor Leslie Knight **Positions:** Up to 2

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

Local Government Law

Positions: Up to 2 unless otherwise specified

Gainesville Regional Utilities, Office of the General Counsel, Gainesville

Requisition Number: EE1578 **Faculty Supervisor:** Professor Mark Fenster **Credits:** 3 to 5

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. 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 3rd year law students preferred.

Office of the City Attorney, Gainesville

Requisition Number: EE1579 Faculty Supervisor: Professor Mark Fenster Credits: 3 to 5

The City Attorney's Office is responsible for providing legal counsel to the City in the conduct of its day-to-day transactional business and both prosecution and defense of lawsuits to protect the interests of the city. The transactional division of the Office interprets and applies state and federal statutory law, case law, the City Charter and Code of Ordinances; researches legal authority, prepares and/or reviews city ordinances, resolutions, contracts and agreements, inter-local agreements, and legal budget preparation and implementation. The City Attorney and staff attend all Commission meetings and board/committee meetings as required or requested. The litigation division defends and settles all legal challenges filed on behalf of or against the City. 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 3rd Year law students preferred.

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

Faculty Supervisor: Professor Deb Cupples Positions: 1 per location Credits: 2
Requisition Numbers: Gainesville: EE1581 Bronson: EE1582

The County Attorney's office handles a wide variety of issues, including torts, contracts, land use, property, code enforcement, and elections. Students will research legal issues, draft contracts, litigation and legislative documents and attend hearings and negotiations. **Required:** Successful Completion of Legal Drafting prior to the semester the externship begins.

Public Interest and Human & Civil Rights Law

Positions: Up to 2 per Site Credits: From 2 to 5 unless otherwise specified

Agency for Persons with Disabilities, Gainesville

Requisition Number: EE1584 Faculty Supervisor: Professor Meshon Rawls

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 (which have funding implications) for developmentally disabled persons receiving community-based services. **Required:** Successful completion of Evidence **Recommended:** Administrative Law is recommended. **Note:** The APD office is located on the campus of Tacachale, at 1621 NE Waldo Rd.

Florida Institutional Legal Services, Gainesville

Requisition Number: EE1586 Faculty Supervisor: Professor Meshon Rawls

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.

Southern Legal Counsel, Gainesville

Requisition Number: EE1593 Faculty Supervisor: Professor Deb Cupples Positions: Up to 4

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 who otherwise would not have access to the justice system and whose cases may bring about systemic reform. 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 & Housing Divisions, Gainesville

Requisition Number: EE1594 **Faculty Supervisor:** Professor Shani King **Positions:** 1 per division

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:** The student hired for the GENERAL 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.

Additional Forms & Application Documents

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

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

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

State Attorney’s Office, Criminal & Domestic Violence Divisions - [Background Check & Information Form](#)

Required for all 8th Judicial Circuit State Attorney’s Office externship applications

Additional Externship Application Forms may be accessed at:

<http://www.law.ufl.edu/academics/academic-programs/externships/application-requirements>

8th Judicial Circuit, Family Law Division Application
Gainesville, Florida

Semester for which you are applying: _____

NAME _____

LOCAL ADDRESS _____

TELEPHONE _____ CELL PHONE _____

EMAIL _____

Current semester _____ Number of credits at end of current semester _____

G.P.A. _____

Have you previously taken an externship for credit YES / NO

If yes: How many credits did you receive? _____

Where were you placed? _____

Have you taken Family Law? YES / NO If YES, indicate grade _____

Have you taken Child, Parent & State? YES/NO If YES, indicate grade _____

Grade in Writing Courses:

Legal Research and Writing _____

Appellate Advocacy _____

Legal Drafting _____

Any others courses/grades/activities/honors/experiences you think are relevant to this placement: (You may attach a separate sheet, if you wish).

The Faculty Supervisor for this placement is Professor Shani King. You may contact him with questions. Email: kings@law.ufl.edu

P.O. Box 117620 * Gainesville, FL 32611-7620 * Tele: (352) 273-0604 * Fax (352) 392-4640

Office of the State Attorney Background Check Authorization

FOR RELEASE OF INFORMATION WAIVER OF CONFIDENTIALITY AND NOTICE

Please Check One: DV _____ Criminal _____

Semester for which you are applying: _____

Full Name: _____
Last First Middle (*please print clearly*)

Date of Birth: _____ Cell Phone Number: _____

Address: _____
I, _____, a student in good standing at the University of Florida Levin College of Law and applicant for an externship with the office of the State Attorney of the State of Florida, do hereby authorize the State Attorney or the authorized representative of the State Attorney to have access to and to review and examine any records or other information pertaining to me, including academic or disciplinary records, or information of any other kind whatsoever as deemed necessary or appropriate by the State Attorney or the authorized representative, and I further direct any custodian of such records or information to make the same available to the said State Attorney or authorized representative, hereby waiving my rights of confidentiality and notice with respect to the release of such records or information.

Signature _____

Date _____

***The following information is required for background checks, which must be done on anyone who works at the Office of the State Attorney. Please answer honestly; a "yes" response does not necessarily disqualify you from this placement:**

Have you ever been arrested? ☐ Yes ☐ NO

Have you ever been convicted of a crime? ☐ Yes ☐ NO

If the answer to either of the above is "yes," please explain:

Office of the State Attorney – Extern Information Sheet

[Please Print Clearly]

Semester for which you are applying: _____

NAME: _____ Assignment: ☐ DV ☐ Criminal

ADDRESS: _____

TELEPHONE: _____ CELLPHONE: _____

E-MAIL ADDRESS: _____

(*Please print clearly* and Note the difference between an “L” and the number one; an “O” and the number zero, etc.)

NAME & TELEPHONE OF EMERGENCY CONTACT:
