

*Please print legibly or type all responses.*

**STUDENT INFORMATION:**

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Student Name Expected Date of Graduation

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Student Year Student ID Number

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Student Address

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Student Phone Number Student Email Address

**17<sup>TH</sup> JUDICIAL CIRCUIT OF FLORIDA SUMMER PROGRAM:**

Please indicate which program you are applying to:  Pro Bono Service  Judicial Field Placement (3 credits)

Please rank the Circuit Court Division where you prefer to intern by numbering each in order of preference:

<input type="checkbox"/> Civil	<input type="checkbox"/> Drug Court	<input type="checkbox"/> Juvenile Dependency
<input type="checkbox"/> Criminal	<input type="checkbox"/> Family	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Juvenile Delinquency	<input type="checkbox"/> Probate

**APPLICATION CHECKLIST:**

- Completed 17th Judicial Circuit of Florida Application Cover Sheet
- Current GPA \_\_\_\_\_ (Minimum required GPA is 2.5) LRW I Grade \_\_\_\_\_
- Approved Resume by the Career and Professional Development Office: Counselor Name \_\_\_\_\_ Date Approved \_\_\_\_\_
- Writing Sample (Required to be between 8-10 pages)
- Number of Credits Completed Prior to Summer Term \_\_\_\_\_ (Minimum required Number of Credits is 28)
- List of Professional References

	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference
Name:		
Title:		
Email:		
Phone Number:		
Relationship to you:		

- Court Administrator's Office Application
- Volunteer Law Student Intern Form
- Authorization for Background Investigation
- Broward County Courthouse – Employee Vehicle Information

**CERTIFICATION:**

*I hereby certify that: the information listed above is true and correct to the best of my knowledge; I am a first- or second-year (or third-year part-time) law student currently enrolled at NSU Shepard Broad College of Law; if I am accepted I will coordinate and adhere to a set schedule with my Judge; that I will comply with the conditions set forth in the Judicial Internship Professionalism Agreement if awarded a judicial internship; and I do not intend to transfer to another law school.*

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Signature of Student Date

**COURT ADMINISTRATOR'S OFFICE**

**APPLICATION**

**PLEASE CIRCLE: VOLUNTEER OR INTERN**

This application must be filled out completely and accurately.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ S.S# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

NUMBER OF DAYS/HOURS PER WEEK INTERESTED IN VOLUNTEERING/INTERNING: \_\_\_\_\_

\*\*PLEASE PROVIDE BEGIN DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

Please specify the program and the position in which you are interested in volunteering/interning your time: \_\_\_\_\_

Please describe your qualifications and skills required for the above position: \_\_\_\_\_

\_\_\_\_\_

Highest level of education completed: \_\_\_\_\_

Are you a student? \_\_\_\_\_ Name of School (if applicable): \_\_\_\_\_

Describe major studies/special training: \_\_\_\_\_

\_\_\_\_\_

**Person to Notify in Case of Emergency**

Name: \_\_\_\_\_ Work #: \_\_\_\_\_

Address: \_\_\_\_\_ Home #: \_\_\_\_\_

**References**

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

**COURT ADMINISTRATOR'S OFFICE**

1. I agree to follow the policies and procedures of the Broward County Court Administrator's Office and its programs.
  
2. I agree to volunteer/intern a specified number of hours on a schedule acceptable to the Court Administrator's Office and its programs.
  
3. I agree to do volunteer/intern work under the direction of an assigned supervisor.
  
4. I will not divulge any confidential information regarding persons served by the program.
  
5. I understand that the Court Administrator may discontinue volunteer/intern services at any time.
  
6. I will serve the Court Administrator's Office and its programs without compensation.

**Signatures:**

Volunteer/Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director/Judge: \_\_\_\_\_ Date: \_\_\_\_\_

Court Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## VOLUNTEER LAW STUDENT INTERN

I, \_\_\_\_\_, understand that in my capacity as a Volunteer Law Student Intern,

- I may have access to “records of the judicial branch” which include “court records” and “administrative records” as defined in Fla.R.Jud.Admin. 2.420.
- I also understand that such records may contain “confidential” or “exempt” information as defined in Fla.R.Jud.Admin. 2.420.
- I understand that I am prohibited from disclosing any non-public, confidential or exempt information that I may become privy to through my volunteer internship with the Seventeenth Judicial Circuit or Broward County Court.
- I also understand that I will not use such non-public court information for my personal gain or benefit.
- I agree that all information obtained during the internship shall remain confidential and not discussed with any other person.
- All memoranda, research and other documents obtained during the internship remains the property of the Seventeenth Judicial Circuit and may not be reproduced or forwarded without the explicit consent of the Circuit. Any approved writing sample must have all references to the case name, number, parties, judge, etc. removed from the document.
- I agree not to discuss pending cases in any public area.
- I further agree that should I fail to abide by these rules of confidentiality, my internship with the Circuit or County will immediately cease and such conduct reported to my law school.

\_\_\_\_\_  
Signature of Volunteer Law Student Intern

Date: \_\_\_\_\_

AUTHORIZATION FOR BACKGROUND INVESTIGATION

All spaces must be completed

Please print legibly or type

Name \_\_\_\_\_  
(Same as on driver’s license and/or other government issued identification) Last First Middle

Any other name used (e.g. former name, alias, maiden name) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver’s License Number \_\_\_\_\_

State of DL Issuance \_\_\_\_\_

Ethnicity  American Indian or Alaskan Native  
 Asian or Pacific Islander  
 Black (not of Hispanic Origin)  
 Hispanic  
 White (not of Hispanic Origin)

Sex  Female  Male

Present Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

I hereby authorize the 17th Judicial Circuit, its officers, agents, and employees, to conduct a background investigation which will include verification of my education, previous employment, criminal records as held by any entity, and driving record as held by any entity. I release the 17th Judicial Circuit, its officers, agents, and employees, from any liability whatsoever in connection with the background verification or use of the results in determining if a contract will be executed by the 17th Judicial Circuit with the undersigned.

\_\_\_\_\_  
Volunteer/Intern Signature

\_\_\_\_\_  
Date Signed

**BROWARD COUNTY COURTHOUSE**

**EMPLOYEE VEHICLE INFORMATION**

Date Issued \_\_\_\_\_  
B.C.J.C # \_\_\_\_\_  
Garage \_\_\_\_\_  
(East or West)

Name \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone # \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Primary Vehicle Information:**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

**Please List Any Other Vehicles You May Park In The Garage:**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

Department: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_