Second DCA Internship Program for Law Students

Program Description: The internship program is open to law students from accredited law schools. Unpaid internships are available for the fall, spring, and summer semesters. For one semester, the intern will function as a staff attorney to an individual judge. Duties will include conducting legal research and preparing memoranda on pending cases.

The intern will have the opportunity to attend oral argument, discuss cases with the assigned judge and staff attorneys, and assist in the drafting of orders or opinions.

Application Prerequisites:
- Student at an accredited law school who is certified by law school as being of good character and competent legal ability to perform as an intern for the Second District Court of Appeal
- Outstanding academic record and demonstrated exceptional research and writing skills
- Completion of civil procedure, evidence, criminal practice and procedure, and Florida constitutional law are preferred
- Provide their own laptop and legal research credentials (Westlaw/LexisNexis) for use during the internship

Application Process:

Applications for the fall, spring, and summer semesters are open as follows:
- For internships beginning in Summer, applications will open on January 15 and close March 15.
- For internships beginning in Fall, applications will open on May 15 and close July 15.
- For internships beginning in Spring, applications will open August 15 and close October 15.

When applying, candidates must submit:
- A cover letter
- A resume
- A transcript
- A certificate of good character and competent legal ability issued by the law school
- A writing sample not exceeding five pages, 12-point font, one-inch margins, double spaced

These materials must be compiled and submitted in the form of a single .pdf. Please make the file searchable.

During the open application period, candidates should e-mail their application to 2DCAinternships@flcourts.org. In the subject line of the e-mail, applicants should include their name and which term they are applying for, i.e., "John Smith Fall 2021." Applications submitted within the application window will be provided to the judges for consideration.

Occasionally, a judge will directly recruit a law student for an internship or directly solicit a law school for applications. In that situation only, the law student should apply directly to that judge. Otherwise, students interested in an internship should follow the application process described above.

Selection Process:
Once applications close, each candidate's application will be made available to each judge at the Second District Court of Appeal. Not every judge will take an intern. Selection is based on the student's overall record, including courses taken, grades, research and writing skills, experience, and expected graduation date.

If a candidate is selected, he or she will be contacted within two weeks after applications close. Selected candidates will be subject to a criminal history check by the Second District Court of Appeal Marshal's Office. The Marshal's office may also inspect the intern's laptop for compliance with appropriate security protocols. Because of the volume of applications, we will not be able to contact those candidates that are not selected.

**Externships**

Occasionally, students will seek course credit for their internship. These special situations are referred to as externships, and it is the responsibility of the candidate to ensure that an externship with the Second District Court of Appeal will fulfill course requirements. The Second District Court of Appeal Intern Coordinator will work with the extern to certify that he or she is meeting course requirements, but it will be the responsibility of the extern to track his or her work and present whatever materials are required by the law school for the coordinator’s certification. Generally, law schools can provide more information about the expectations of taking an externship for credit.

For more information, contact: [2DCAinternships@flcourts.org](mailto:2DCAinternships@flcourts.org).